

Watershed Center for the Ceramic Arts
IMMEDIATE OPENING

Watershed Center for the Ceramic Arts, an artist residency/retreat program in Newcastle/Edgecomb, is seeking qualified applicants for:

ADMINISTRATIVE ASSISTANT

Qualifications: Two years post-secondary education preferred. Administrative experience, well-rounded office skills including: excellent typing, proven written and oral communication skills, keeping records, arranging meetings. Demonstrated ability to plan, organize, schedule, and manage multiple complex tasks and projects. Must have the ability to monitor and maintain effective and efficient office procedures, and demonstrated bookkeeping skills – A/P & A/R, reconciliation, audit prep. Macintosh based office requires proficiency in MS Word and Excel; experience with database (esp. Filemaker Pro) and financial software (esp. QuickBooks) is preferred. Position is year-round full-time working with Executive Director, Residency Manager and seasonal staff of five.

Please forward cover letter, resume including work history and email/phone numbers for two employment references to director@watershedceramics.org. Electronic Applications only. Application reviews will begin 12/17/09 and continue until position is filled.

All qualified applicants shall receive consideration for employment without regard to race, color, religious creed, gender, sexual orientation, national origin, ancestry, age, physical or mental disability.