Arts Administration & Operations Assistant
Part-time, Temporary

Manhattan Arts Center | January 2027

About the Position

The Manhattan Arts Center (MAC) is seeking a dependable, enthusiastic, and adaptable assistant to join our team starting January 2027.

MAC is a vibrant community arts organization offering theatre, dance, visual arts, ceramics, and a wide variety of educational and community programs. This paid position offers hands-on experience in nonprofit arts administration, event planning, community engagement, and the day-to-day operations of a multidisciplinary arts center.

As MAC navigates several staff transitions, this position will play an important role in supporting our team and helping programs and events run smoothly. Working under the direction of the Interim Executive Director and collaborating with staff across departments, the assistant will assist with a variety of administrative, operational, marketing, and event-related projects.

No two weeks will necessarily look alike! This is an excellent opportunity for someone who enjoys variety, is eager to learn, and is willing to contribute wherever needed.

Responsibilities May Include

- **Administrative & Customer Service Support:** Answering phones, greeting visitors, assisting with ticket sales, and supporting general office operations.
- **Marketing & Community Engagement:** Assisting with marketing projects, distributing promotional materials, and supporting community outreach efforts.
- **Special Projects:** Helping coordinate MAC's annual community poster contest and other organizational initiatives.
- **Event Planning & Support:** Assisting with planning, preparation, and execution of MAC's annual MAC & Cheese Arts & Music Festival and other events.
- **Program & Facility Support:** Preparing classrooms and event spaces, organizing supplies, restocking materials, and helping maintain welcoming, functional spaces.
- **General Operations:** Supporting MAC staff with administrative projects, organizational tasks, and emerging priorities.

What We're Looking For

- Dependable, organized, and able to follow through on assigned responsibilities.
- Adaptable and comfortable balancing different tasks and changing priorities.
- Friendly, professional, and comfortable interacting with the public.
- Self-motivated, with a willingness to take initiative and ask questions.
- A collaborative team player who understands that both big projects and everyday tasks contribute to a successful organization.

- An interest in the arts, nonprofit management, communications, or community engagement is a plus, but not required.

Position Details

- **Duration:** January 2027, up to 16 weeks.
- **Compensation:** $15/hour.
- **Hours:** Approximately 15–16 hours per week, up to 260 total paid hours.
- **Schedule:** Flexible/regular and coordinated with MAC staff, with occasional evening or weekend hours for special events.
- **Supervision:** Reports to the Interim Executive Director and collaborates with staff across departments.

The position is limited to a maximum of 260 paid hours, with scheduling determined by organizational needs and availability.

Application Process and Deadline

** Please send a resume and brief statement of interest to Chaz Coberly at ad@manhattanarts.org by December 4th, 2026.