

## Work Study Job Description

<b>Job Title</b>	Program Assistant
<b>Organization Name</b>	Artist Trust
<b>Job Location</b>	1835 12th Ave, Seattle, WA 98122
<b>Address</b>	98122
<b>Pay Rate</b>	\$12 - \$13
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Nichole DeMent
<b>Phone Number</b>	206-467-8734
<b>Email Address</b>	nichole@artisttrust.org
<b>Website</b>	<a href="http://www.artisttrust.org">http://www.artisttrust.org</a>

### Nature of Organization

Artist Trust is a not-for-profit organization whose sole mission is to support and encourage individual artists working in all disciplines in order to enrich community life throughout Washington State.

### Duties and Responsibilities

Assist program staff with programming areas including but not limited to developing new programs, assist in educational information and workshops, as well as technology-based professional development for artists of all disciplines with a strong focus on visual artists. General office support.

### Minimum Qualifications

- Strong attention to detail
- Basic computer and typing skills
- Ability to communicate well, verbal and written
- A self-directed individual with ability to work in a team environment
- Interest in the arts/non-profit work
- Work study eligible
- Previous experience in administrative roles a plus
- Good understanding of current technology for image editing, video, and online learning tools a plus, but not required

### Educational Benefits

Enhances student's education  
Supports future career track

**How to Apply**

To apply, please send a resume and cover letter to Nichole DeMent at [nichole@artisttrust.org](mailto:nichole@artisttrust.org)

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Job Number: 75ARTI03 | Category: Office & Administrative | Program: | Reimbursement Rate: 75%