



### **HIGH SCHOOL PHOTO CLUB ASSISTANT PROGRAM COORDINATOR**

The Photography & Digital Arts Department of Flower City Arts Center, 713 Monroe Ave., is in need of administrative support for our 2024-2025 after-school photography and video. Our students are 9th, 10th, 11th, or 12th grade students who attend high school in the Rochester City School District.

#### **Program Goals:**

- Empower youth to express their vision and voice
- Enable youth to build technical, entrepreneurial, and life skills
- Encourage youth to connect with the community, through field trips
- Enhance knowledge of school subjects, through practical application
- Energize youth to work together in groups
- Establish mentoring relationships

We are looking for an administrative assistant to work approximately 10 hours per week to ensure the smooth operation and success of our after school photography program. Your responsibilities include scheduling, lesson planning, aiding the Program Coordinator in training teachers and volunteers, and recruiting students. You will manage and support teachers and volunteers, ensuring they meet all program deadlines and maintain regular communication with them. Additionally, you will oversee daily logistics such as managing food and transportation, inventorying supplies, and regularly checking in with the Program Coordinator to address program needs.

#### **Assistant Must:**

- Know how to use a DSLR camera to take both still photographs as well as video
- Basic knowledge of Adobe Photoshop, InDesign, Illustrator and Premiere
- Have some prior experience working with youth and be willing to establish mentoring relationships
- Be able to commit to ALL meetings and be consistently available via phone or email
- Knowledge of Google Suite, including docs, and sheets
- Great organizational, and communication skills are a must

Assistants are paid as independent contractors on a bi-weekly schedule at \$23/hour for 10 hours a week.

Assistants can also teach in High School Photo Club if interested. Job is seasonal and will run August 19, 2024 - May 16, 2025.

**If you are interested, email a cover letter and resume to Liz Webster at [lwebster@flowercityarts.org](mailto:lwebster@flowercityarts.org)  
NO LATER than August 7, 2024**