

# **The Newport Opera House Association**

**20 Main Street, Newport, NH 03773**

**Job Title:** Part-Time Office Assistant

**Organization:** Newport Opera House Association

**Location:** On-site in Newport, NH

## **About Us:**

The Newport Opera House Association (NOHA) is a cornerstone of the Newport community, dedicated to the performing arts and cultural events. We're looking for a dedicated and organized **Part-Time Office Assistant** to join our team and help keep our operations running smoothly.

## **Why You Should Apply:**

- Join a creative environment in the performing arts industry.
- Be part of a well-respected nonprofit that serves the community.
- Enjoy flexible working hours (11 AM–4 PM, 2–4 days per week) with occasional evenings and weekends.

## **Position Details:**

- **Hours:** Part-time, 10-20 hours per week.
- **Compensation:** \$15.00 - \$20.00 per hour based on experience.

## **What You'll Do:**

- Respond to and direct in-person, telephone, and email inquiries with professionalism and courtesy.
- Write correspondence and perform data entry for letters, reports, forms, and more.
- Maintain and organize filing systems, correspondence, and spreadsheets.
- Assist the Executive Director with scheduling, event planning, and calendar coordination.
- Support marketing efforts, including creating graphics in Canva and assisting with social media updates.
- Help with poster distribution, event setup, and organizing/cleaning spaces at the Opera House.
- Welcome visitors and create a warm, inviting atmosphere.

## **What Makes You a Great Fit:**

- Strong interpersonal skills and an ability to work with creative minds in a close-knit environment.
- Proficiency in Microsoft Office (Excel, PowerPoint, Word) and Canva.
- Experience in graphic design and effective writing skills.
- Exceptional organizational skills and a willingness to learn new programs.
- Flexibility to assist the Executive Director with a variety of tasks.

## **What's Next?**

Ready to make a difference in your community while working in a creative and dynamic setting? Submit your resume and a cover letter to [info@newportoperahouse.com](mailto:info@newportoperahouse.com) with the subject line

“Office Assistant Application” by December 30, 2024. Semi-finalist candidates for the job will be contacted for interviews, which will be held January 7 & 8, 2025. No phone calls please.

Join the Newport Opera House Association and help us as we continue to bring arts and culture to life in Newport!