

ASSISTANT TO THE DIRECTOR
PART TIME
MOUNTAIN ARTS COMMUNITY CENTER

The Town of Signal Mountain is seeking an individual for part-time employment as assistant to the director for the Mountain Arts Community Center.

Position Summary: Under the direction of the MACC Director, responsibilities include answering the phone and registering students, assisting teachers where needed, light computer and filing work, light clean up after events, building security and lock up, and projects as assigned (such as assembling class catalogs). Hours needed are 9:00-2:00 Monday through Friday, with some weekend hours.

Qualifications: Applicants should possess at least a high school diploma or the equivalent (some college preferred). A working knowledge of MS Word and Excel are required, with Access, Publisher, social media development, and marketing experience preferred. Additional experience in room scheduling and event preparation is a plus.

Applications may be obtained by mail by calling (423) 866-2177, or online at www.signalmountain.gov. A signed application, your resume, and contact information for three references must be received at Town Hall, 1111 Ridgeway Avenue, Signal Mountain, TN 37377 by 4:30 p.m. on Wednesday, September 26, 2011. A post-offer drug screen and physical are required. It is the policy of the Town of Signal Mountain not to discriminate on the basis of race, color, national origin, age, sex, or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices, and programs.