# Job details

Artistic Expressions is a family-run and operated visual arts academy serving Bostonians since 1978. Though our business is thriving and serving a diverse crowd of more than 500 children and adults, we can’t manage our calendar or ﬁgure out how to use any of today’s fancy software.

We’re hoping to ﬁnd an administrative assistant who can do it all—run the ofﬁce Monday through Friday, and drop by for our famous family picnics on weekends. In this position, you’ll run much of the day-to-day operations, from answering phones and clients' questions to scheduling team meetings and developing an online calendar for students.

# About the company

Artistic Expressions seeks to help every person express their creativity and personality through visual arts in any media they wish to work with. We’re not afraid to celebrate the milestones of the academy and our staff, so don’t be surprised when we throw you a party for adopting a new dog or closing on your ﬁrst house!

Though many of our student’s works are featured in the rotating exhibit at the Harvard Art Museum nearby, we strive to put the focus on self-development rather than on a competitive edge on college apps. Since we’re not business-oriented ourselves, we’re hoping you can bring joy and creativity to the art of business administration here at Artistic Expressions.

# Responsibilities

* Spearhead projects to improve systems, proactively identifying the (many) areas where inefﬁciencies exist and presenting possible solutions to our board of directors
* Handle client inquiries, directing calls to the appropriate resources while making every client feel as though they’re chatting with an old friend
* Consolidate paper records, lesson plans, and invoices using a cohesive electronic records system, such as eFileCabinet
* Develop software systems for keeping track of internal calendar and academy schedules
* Advise us on what we’re doing wrong admin-wise—we need some restructuring from someone who’s not afraid to take charge
* Automate supply shipments for all of our art classes and ofﬁce needs

# Beneﬁts

* High school degree or equivalent required—higher education in business administration preferred
* 3+ years of experience and/or industry-speciﬁc education required
* Experience with Microsoft Ofﬁce Suite, Google Workspace, and QuickBooks
* Self-starter, capable of working independently
* Multilingual is a plus, especially proﬁciency in Spanish and French

# Qualiﬁcations

* Bachelor's degree (math, science, computer science)
* 5+ years of data analysis or data science
* Expertise in Google and Adobe Analytics, SQL, and Tableau
* Experience handling reporting packages like Business Objects, programming (JavaScript, XML, or ETL frameworks), and databases (SQL, Oracle)
* Proﬁciency in statistics and statistical packages like Excel, SPSS, and SAS
* Experience managing engineers, designers, and line staff (*preferred*)
* Associate Certiﬁed Analytics Professional (aCAP) (*preferred*)