



WISE FOOL NEW MEXICO

1131-B Siler Road, Santa Fe, NM 87507

(505) 992-2588 alishiya@wisefoolnm.org

www.wisefoolnewmexico.org

Operations

- Maintaining equipment inventory for both office and studio. Evaluating new equipment needs
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, technical needs
- Maintaining a tidy and clean studio and office

Additional Tasks

- Assists with Front of House during Wise Fool Productions
- Assists during outreach events to share about Wise Fool as an organization
- Assists Finance and Grants coordinator with filing of documents
- Assists Studio Manager with projects and studio rentals

SKILLS/KNOWLEDGE REQUIREMENTS:

Required Qualifications

- An understanding of and commitment to social justice. Wise Fool defines social justice as “the equitable distribution of resources and information; space for the human spirit to thrive; and realization of the dignity and health of all beings, environments, and communities.”
- Skill and knowledge of PC technology, internet, Gmail and Google drive
- Ability to communicate well, prioritize work, meet deadlines, delegate responsibility, and shift gears quickly. Highly organized and attentive to detail

Preferred Qualifications

- Skilled with NEONcrm and Pike13. Ability to learn new software and database systems.
- Ability to communicate well, prioritize work, meet deadlines, delegate responsibility, and shift gears quickly. Highly organized and attentive to detail

APPLICATION PROCESS

To Apply: Please send your resume to Alishiya Kapoor at alishiya@wisefoolnm.org no later than. Please submit Cover Letter, Resume, References, and compensation requirements.

Hiring Timeline: We will be closing this job posting on March 1 . Candidates will be interviewed in Early March and expect to start by Late March, Early April.