



## WISE FOOL NEW MEXICO

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[www.wisefoolnewmexico.org](http://www.wisefoolnewmexico.org)

### **Wise Fool Administrative Assistant**

**REPORTING TO:** Co-Executive Directors

**COMPENSATION:** \$18-\$22/hour (depending on experience)

**STATUS:** Part time at 10 hours a week; Additional hours required depending on events

#### **ORGANIZATION SUMMARY:**

Wise Fool New Mexico (WFNM) is a nationally recognized social circus organization established in 2000 by a collective of queer women exploring puppetry and circus arts as a vehicle to promote social justice and healthy communities. Our mission is to ignite the imagination, build community, and promote social justice through performances and hands-on experiences in the arts of circus, puppetry, and theater. Over the years, Wise Fool has reached thousands of youth, adults, and families with circus classes and camps, creating more than 30 original productions such as Circus Luminous, CircAspire, Ignite, BUST!, and countless youth circus shows. The organization is led by three Co-Executive Directors.

#### **POSITION SUMMARY:**

The Administrative Assistant's main responsibility is to maintain the day to day operations of the Wise Fool office and front desk. The Administrative Assistant will be working closely with all three Directors while also supporting the administrative team by performing tasks related to the organization.

#### **PRIMARY DUTIES:**

##### ***Admin and Communications***

- Provides administrative support to ensure efficient operations of organization
- Has consistent hours in the office (majority of hours in the office with some flexibility around remote work during slower weeks)
- Answers phone calls, emails, and supports visitors to the studio
- Assisting students and clients to enroll or sign up for classes, workshops and more. Is present at the studio for class arrivals to assist with sign-in and questions
- Commits to understanding and gaining knowledge of the Wise Fool organization
- Manages small projects from inception to completion as needed
- Creates graphic design for promotional materials as needed
- Assisting with Copywriting for Wise Fool promotional material (fundraising, social media, graphics and more)
- Assisting with Copywriting for Wise Fool Fundraising, newsletter, social media
- Creates reports for student tracking and updates to newsletter list