Program Support Specialist

James Island Arts & Cultural Center



The Town of James Island is seeking a Part-time Program Support Specialist to assist in promoting the work and programs of the James Island Arts & Cultural Center. This position requires a creative individual who is able to work independently and under the direction of the Development Coordinator on various projects and/or events. Most importantly, the ideal candidate will have a positive attitude and interest in the arts and history. The specific job duties for this position may change from day-to-day depending on the program needs at the time and must have the ability to be flexible in order to plan and prioritize tasks essential for this position. Some regular duties may include assisting with event planning and coordination with artists, teachers, scheduling classes and/or events, ordering supplies, answering questions and/or providing information to the public, setting up and attending events, and assisting the Development Coordinator on other essential tasks to promote the vision of the Center. The work schedule for this position includes all day Saturday and evening work during the week for a total of 24 hours per week at a competitive pay rate. Workdays and times may change temporarily dependent upon the needs of the Center.

The James Island Arts & Cultural Center opened its doors in 2019 and is quickly becoming a local attraction for James Island and surrounding communities hosting ongoing arts programs, camps for adults and children, a showcase for art exhibits and receptions, as well as a being a community-centered location to hold meetings, utilize technology resources, among other uses. Future plans include a vision to display and preserve historical information and objects pertinent to the history of James Island. This is an exciting opportunity to be a part of a growing establishment committed to the James Island community.

Interested parties should submit a cover letter with three (3) references along with their resume to: ngrimball@jamesislandsc.us.