



Assistant to the Director Position Description

2025

The Print Center, a nonprofit organization located in Center City Philadelphia, encourages the growth and understanding of photography and printmaking as vital contemporary arts through exhibitions, publications and educational programs. The Print Center is a locally, nationally and internationally significant gallery, as well as a significant community art and advocacy organization with an international outlook and a strong sense of local purpose. Founded in 1915, our mission is unique in its dedication to printmaking and photography.

The Print Center values diversity in staffing, leadership, the programming we present and the range of communities with which we engage. Our founding commitment to providing democratic access remains a guiding principle. We believe that art, artists, galleries and museums are deeply important to civic engagement and to building stronger communities. We honor the power of photography and print to raise and amplify a multiplicity of voices. We actively seek to employ a diverse group of people who embody our organizational values. We welcome and encourage individuals of all backgrounds to apply, especially those from groups who have been traditionally excluded by the museum field, who are inspired by our shared purpose and enjoy working collaboratively with others. We are proud to be an equal opportunity employer. All qualified applicants will receive fair and equal consideration for employment without regard to race, ancestry, ethnicity, nationality, religion, sexual orientation, gender identity and/or expression, age, disability, familial status, marital status, military service, or any other protected status.

The organization has a \$600,000 annual operating budget, a full-time staff of 5 and an engaged Board of Governors. Additional information on The Print Center may be found at www.printcenter.org.

The Assistant to the Director assists and reports to the Executive Director and provides administrative support to the entire Print Center staff. The major responsibilities are as outlined below.

The Assistant to the Director's hours are 10am – 6pm, Monday through Friday and evenings as programming requires.

The Assistant to the Director:

- Acts as point of contact for visitors and handles incoming requests for information
- Assists the Executive Director as required, which includes:
 - Gathering information for grant applications and reports
 - Preparing for Board and Committee meetings
 - Preparing general correspondence, donor acknowledgments and donation requests
 - Generating reports on members and donors
- Supports the Development & Communications Manager on social media and website management
- Assists the Curator with ANNUAL International Competition correspondence
- Administers Membership program
- Maintains contact database (DonorPerfect) and creates/maintains email and hard copy mailing lists
- Maintains attendance and program records
- Recruits, interviews and oversees interns
- Acts as office manager – maintaining supplies and day-to-day cleanliness
- Manages set-up for events
- Other duties as needed

Qualifications

- Bachelor's Degree required
- Knowledge of contemporary art with an interest in printmaking and photography
- Excellent writing and interpersonal skills
- Knowledge of social media platforms, Microsoft Office, Adobe, WordPress and Shopify preferred
- Strong attention to detail and ability to handle multiple assignments in a fast-paced, deadline-oriented environment

Compensation

- \$40,000 per year, paid monthly
- Fully covered health, short-term and long-term disability insurance and term life insurance, after probationary period of 90 days
- Generous vacation benefits, after probationary period of 90 days

Interested applicants should send a cover letter and resume to search@printcenter.org