

Festival of Books/South Dakota Humanities Council Assistant

Job Overview

The Festival of Books/ South Dakota Humanities Council Assistant position is the individual who provides support needed for the SDHC's Festival of Books, under the leadership of the FOB Director. This statewide event is the premier book festival for South Dakota, which will be held October 1-3, 2021, in Deadwood, South Dakota.

This position will be an essential member involved in the SDHC work producing the FOB. This position will be assistant to the FOB Director and responds directly to the Executive Director of the SDHC; the position will also supply support to other aspects of the SDHC organization.

The position will require the ability to work with others, critical thinking skills, strong written skills, strong online/computer skills, organization skills, and adaptability.

This position is temporary, beginning immediately through approximately December 2021. Part time, with fluctuating hours, from 10-25 weekly, located both remotely and in-office.

Responsibilities and Duties

The position includes but may not be limited to the following responsibilities:

Tasks:

- Data management
- Website posting and editing
- Author/publisher/exhibitor communications and facilitation
- Creation of printed items
- Proofing written materials
- Organization of materials and creation of calendars
- Other duties as assigned

Characteristics:

- Proficiency with Microsoft Office suite, data entry, and databases
 - Graphic design experience preferred
 - Accounting and budgeting knowledge preferred
- Excellent communication skills
- Reliable and dependable
- Detail oriented
- Adaptable
- Initiative, self-motivation, and follow through
- Collaboration and team orientation
- Customer service orientation
- Excellent time management skills
- Meticulous attention to detail

Preferences:

- Passion for and commitment to the public humanities
- Understanding of the Festival of Books

- Enthusiasm for reading and writing

Applications:

All electronic, cover letter and resume, apply@sdhumanities.org

Questions/contact: apply@sdhumanities.org

Qualifications

- Education Level: At least two years of college, 4 yr degree preferred
- Must be at least 21 years of age
- Specific skills
 - Microsoft Office Suite required; Salesforce preferred
 - Communication, including website posting and editing
 - Data Entry
 - Customer Service
 - Basic understanding of budgeting
- Personal characteristics
 - Dependable
 - Self-motivated, excellent time management
 - Positive attitude
 - Team orientated
 - Ability to work and communicate effectively, both written, oral, and virtual

Physical Effort and Work Environment

- Prolonged sitting, at desk using a computer
- Lift 25 lbs (boxes of books, move tables/chairs)
- Walk, stand for long periods of time
- Climb step ladder
- Occasional work extended hours and travel out of town, occasionally overnight, to attend conferences or work events