



**THE ROMAIN ARTS &  
CULTURE CENTER**  
919 NE JEFFERSON AVE.  
PEORIA, IL 61603

*To inspire and  
empower the  
community  
through arts &  
education*

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**Job Title: Program Assistant**

**Pay Classification:** Part Time; Monday through Saturday; weekend and evening hours are required based on the Facility Schedule

**Organization Description:**

Artists ReEnvisioning Tomorrow Inc (ART Inc), founded in 2018 by Jonathon and Nikki Romain, is Peoria's foremost arts and culture non-profit organization. ART Inc provides arts education opportunities to nearly 500 students each year. The staff, board, volunteers, and teaching artists of ART Inc work tirelessly to generate programs for all students to imagine, create, and realize their full potential through the arts, regardless of their ability to pay.

**Purpose:**

The Program Assistant is responsible for providing outstanding program services: transportation of students from school to ART Inc programs at The Romain Arts & Culture Center, assisting with all programs & events by monitoring, greeting, maintaining cleanliness, providing up to date information, checking in and out. Background check, Drivers License, and clean driving record required.

**Duties and Responsibilities:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- **Programs:** transport students to and from programs, assist with greeting parents and students, attendance, prepare and distribute snacks, assist teachers and Program Specialist during afterschool program, ensure all students are picked up on time and checked out appropriately.
- **Events, Performances, Concessions:** Greet guests, Provide up-to-date information on all programs, encourage guests to join mailing lists, Sell and collect tickets, Prepare and sell concessions.
- **Rentals and Field Trips:** Assist with table and chair set-ups for both internal programs and rental events, as well as potentially serving as a host during the event. Greeting guests, provide tours, check in and out, ensure cleanliness before and after.
- **Daily:** Ensure that all guests and visitors are greeted and provide assistance, answer questions, provide ART Inc information, alert facilities of spills and maintain cleanliness after-hours; ensure the safety and security of all guests, participants, and visitors by providing guidance and instructions or assistance in case of an emergency.

**How To Apply:**

Please email a cover letter relating your education and experience to this position, 3 references, and your resume to: [nikki@artincpeoria.org](mailto:nikki@artincpeoria.org)

