



Arts Management & Office Administration Volunteer
Part-Time Volunteer, Staten Island, New York

Who We Are

Snug Harbor Cultural Center & Botanical Garden (“Snug Harbor”) offers dynamic programming in the arts, horticulture, agriculture, education and recreation for diverse cultures and all ages, on a historic, welcoming campus that is a unique oasis in New York City. We envision being a nationally visible yet locally impactful cultural organization beloved by all who visit. We value artistic vibrancy, stewardship, conservation, inclusion, community, communication and discovery. Located less than 1.5 miles from the Staten Island Ferry and easily accessible by public transportation, Snug Harbor welcomes nearly 500,000 visitors each year to explore our gardens, grounds and galleries. Our 83-acre campus features 26 architecturally significant buildings and 14 distinctive gardens, including a traditional Chinese garden and a Tuscan garden. A vibrant cultural hub, Snug Harbor is also home to several non-profit institutions, artists’ studios and small businesses. Founded in the 19th century as a charitable rest home for sailors, today Snug Harbor is a growing, must-see destination.

Volunteering at Snug Harbor:

Snug Harbor values volunteer engagement. Volunteers are an essential part of how we serve our community. The experience of our volunteers must be consistently rewarding. We consider the value of volunteering in a number of ways, including social and technical skills acquisition, career-building experiences, social networking, and the personal satisfaction of community service. If you are beginning your career, this is an excellent opportunity to build skills with co-working, software familiarity, knowledge of arts administration, and office management. If you already have these skills and experience, this is an excellent opportunity to apply your skills toward advancing operational efficiencies and community outreach projects aligned with your interests.

The Volunteer Position:

The Arts Management & Office Administration Volunteer (AMOAV) is active in dramatically diverse areas of Snug Harbor’s operations, working closely with our Office Administrator & Executive Assistant to the CEO (OA/EA). This position operates on campus with options for remote activity. Virtual tasks include processing paperwork, voicemail-to-email follow-up, and email overflow. In person, you work in the reception area of Snug Harbor’s administrative offices, redirecting calls and answering general inquiries. Knowledge of basic software is desired, including Microsoft Office. You also understand the importance of organization and clear communication. You draft procedural overviews. You inventory, organize and assist with the purchasing of office supplies. You manage package deliveries. In the reception of the administrative offices, you will be the first person people see. Patience, friendliness, and a generous spirit are a must, as well as a polished and attentive manner. You will be trained as needed by our OA/EA. You will be provided with equipment to work from home if needed. You will be provided with equipment to work from home if needed. All volunteer service is integrated with Snug Harbor’s COVID safety protocol and procedures, with staff and volunteers adhering to best practices for personal and public safety.

Responsibilities:

- maintain an awareness of Snug Harbor staff, programs, and activities

1000 Richmond Terrace, Building P, Staten Island, NY 10301

www.snug-harbor.org



- welcome visitors to our administration offices at Building P
- periodically check and respond to the Snug Harbor information voice mail
- assist by receiving package deliveries and notifying recipients
- assist by assisting with office supply inventory, purchasing, and organization
- help develop an office equipment how-to guide

Qualifications:

- Excellent customer service skills
- MS Office familiar
- Resourceful
- Attention to detail, organized
- Friendly

TO APPLY

Qualified candidates should submit a cover letter and resume to engagement@snug-harbor.org with the subject line "OAV – [Your Name]," or [apply to volunteer](#), indicating the position of interest in the application.

Snug Harbor celebrates and commits to fostering diversity, equity and inclusion. We value and seek the strengths of human variety across communities, in programming, with staff, the Board of Directors, volunteers, artists and visitors. Snug Harbor strives to build a culture of diversity of voice and representation, authentically inclusive spaces and equity for all.

For more information on SHCC please visit, www.snug-harbor.org