

## Academy Center of the Arts Operations Assistant

### Description of Position

The Academy Center of the Arts is Greater Lynchburg's center for arts, culture, and community building. The Operations Assistant will assist the Chief Operating Officer with Academy Center of the Arts daily operations which include organization of department resources, event facilitation, production assistance, and preparation of facilities. Hours of Operation are typically between 9am-5pm, Monday through Friday. Nights and weekends may be requested.

The student will report to the Liberty University Federal Work Study Coordinator and the Academy Center of the Arts Chief Operating Officer. Students hired for this position will be employed by the Liberty University Financial Aid Office and located on-site at the center.

Liberty University Financial Aid Office  
Student Service Center in Green Hall  
1971 University Blvd  
Lynchburg, VA 24515

Academy Center of the Arts Historic Theater  
524 Main St  
Lynchburg, VA 24504

### Job Responsibilities

- Assisting with facilitating Academy events including but not limited to Academy rentals and after-hour events
- Assisting with theater production
- Assisting with organization and preparation of all facilities and areas surrounding Academy events
- Assisting with reorganization of several areas including the Archival department and Pottery Director Offices / Pottery Studio shelving

### Job Qualifications

#### Minimum:

- Federal Work Study eligibility
- 10 to 20 hours of work availability per week
- Must provide own transportation
- Must pass various background checks, including, but not limited to, a check at the time of initial employment and subsequent checks on behalf of the Federal Work Study Community Service

#### Preferred:

- At least a second-year student at Liberty University in good standing (no reprimands or suspensions)
- Cumulative GPA of 2.5 or higher
- Pursuing a degree in Marketing, Digital Media, Communications, Art, Non-profit Management

Pay Rate: \$16.23 per hour

Length of Employment: Immediate start, lasting until the position is no longer a good fit for the student or the center. The student will be evaluated by the on-site supervisor on an annual basis at the end of the spring semester. Summer employment opportunities are also available.

Any questions regarding this position or Federal Work Study eligibility can email [workstudy@liberty.edu](mailto:workstudy@liberty.edu). To apply, click here: [https://liberty.wd5.myworkdayjobs.com/en-US/lu\\_job\\_board\\_student/job/Off-Campus-Work-Study---Student-Financial-Services\\_R0004548](https://liberty.wd5.myworkdayjobs.com/en-US/lu_job_board_student/job/Off-Campus-Work-Study---Student-Financial-Services_R0004548).