



**WESTERN  
AVENUE**

ARTISTS • STUDIOS • LOFTS

## **ADMINISTRATIVE ASSISTANT**

Western Avenue | Studios & Lofts is a creative campus housed in a five-building industrial textile mill complex located in Lowell, MA. The community consists of 250 work-only Studios, 50 live/work Lofts – numbering over 350 artists, artisans and creatives. As one of the largest artist communities in the country, Western Avenue supports a vibrant and dynamic artist population.

We are seeking a part-time Administrative Assistant to assist with day to day operations of the Studios and Lofts properties and the artist community. This position requires a variety of logistical, communication, and active tasks related to leasing artist space and maintaining an artist community in a five-story historical mill complex.

This position is part-time, 20 hours per week at \$17 per hour.

Working closely with the Studios Manager the Administrative Assistant:

- Serves as the initial point of contact for prospective tenants, responding to inquiries, collecting applications, and scheduling showings.
- Maintains records related to rentals and classroom/gallery reservations, organizes and manages keys, and oversees tenant access to building communication channels.
- Assists tenants with issues relating to administrative support as needed; may be called on to assist the Marketing Manager or Property Manager in event or maintenance tasks as needed.

Qualities needed to thrive in this position include a robust capacity for communication and multitasking, flexibility, attention to detail, patience, independence, self-discipline, and kindness. At times this position requires the ability to ascend and descend stairs and ladders, and to lift packages up to 20lbs.

This is an excellent opportunity for someone seeking entry into the field of arts administration or property management, and offers the opportunity for extensive networking within the artist community.

If interested, please send a CV and cover letter with two references to Hope Greene at [hope@westernavenuestudios.com](mailto:hope@westernavenuestudios.com). The cover letter should include a self-introduction, a paragraph on what experience you would look forward to the most in this position, and your favorite terrible joke.

---

**WESTERN AVENUE | STUDIOS & LOFTS**

[www.westernavenuestudios.com](http://www.westernavenuestudios.com)

The creative soul of Lowell.