



# Admissions Assistant

## Virginia Center for the Creative Arts

The Virginia Center for the Creative Arts (VCCA) is seeking a detail-oriented individual for the full-time, on-site position of Admissions Assistant in Amherst, VA.

Reporting to the Director of Artists Services, this role supports the application, review, and scheduling processes for VCCA's residency programs. The successful candidate will contribute meaningfully to a vibrant artistic community by facilitating a smooth admissions process for a high volume of applicants seeking time and space to pursue their creative work.

VCCA is a 501c(3) nonprofit with a mission to provide time and space for national and international writers, visual artists, and composers of talent and promise to bring forth their finest works, because the arts are vital, diversity is a strength, and creativity is essential. [www.vcca.com](http://www.vcca.com)

### Position Details

- **Type:** In-person; Full-time with benefits
- **Salary Range:** \$18 – \$20 per hour, based on experience
- **Reports to:** Director of Artists Services

### Qualifications

- Proficiency with MacOS, Google Workspace, and Microsoft Office
- Tech-savvy with the ability to learn new systems, platforms, and software
- Highly organized with attention to detail and ability to manage multiple tasks
- Professional communication skills, both written and interpersonal

### Key Responsibilities

- Process applications for residency programs in Virginia, France, and international exchanges, including high-volume data entry and record management
- Coordinate and track the application review process with selection panelists
- Assist in scheduling approximately 450 residencies annually
- Prepare and distribute admissions communications, including acceptance and rejection notifications

- Maintain accurate applicant and residency records across internal databases and application platforms, including FileMaker and SlideRoom
- Track residency payments and support related financial record-keeping
- Provide data and reporting support for grants, communications, and internal use
- Support general office operations and public events as needed
- Monitor and respond to inquiries received through VCCA's general email account

### **How to Apply**

Email a resume and cover letter to [jobs@vcca.com](mailto:jobs@vcca.com).

Applications will be reviewed on a rolling basis until the position is filled.