

**ISSUED: 7-24-06**

**CLOSES: OPEN**

Position: **ART IN PUBLIC PLACES ADMINISTRATIVE ASSISTANT (On-Call)**  
Salary Range: \$11.00 to 14.00 Per Hour depending on qualifications  
Department: Facilities Development and Operations/Art in Public Places  
Location: 3200 Belvedere Road, Bldg. 1169, WPB  
Hours: Variable hours and days  
Other: Valid Florida Driver's License and PBC Risk Management Department driving history approval prior to appointment.  
**No benefits are offered for on-call positions.**

Responds to telephone and written inquiries about programs. Supports the artist selection process. Organizes slides/digital submissions, application materials and scoring sheets. Maintains Artist Registry database. Manages electronic project files and document meeting minutes. Assists with exhibitions and artist receptions at Palm Beach International Airport. Conduct project research. Draft promotional copy for website. Coordinate mailings.

**QUALIFICATIONS:**

**Graduation from high school or an equivalent recognized certification; minimum of two (2) years of experience working in Administrative positions OR two (2) years of college course work in Arts/Public Administration, Marketing, Museum Management, Cultural Tourism or related design field. Proficient in MS Word, PowerPoint and Excel.**

**PREFERENCE FOR:** Adobe Photos; Crystal Reports.

**Please submit applications/resumes directly to:**

**Elayna Toby Singer, Administrator  
Palm Beach County Art in Public Places  
3200 Belvedere Road, Bldg. 1169  
West Palm Beach, FL 33406  
Telephone: (561)233-0235  
Fax: (561) 233-0206  
Email: [esinger@pbcgov.com](mailto:esinger@pbcgov.com)**