



Documentary Filmmaker & Artist looking for Part-Time assistant

We are looking for a responsible assistant to provide personalized secretarial and administrative support in a well-organized and timely manner. Ideal candidate will work with the Artist on a one-on-one basis related to his personal and professional life.

We are located in Monroe Lake.

**Responsibilities Include:**

- Acting as the point of contact between the Artist and NYC office
- Screening and directing phone calls and distribute correspondence
- Handling requests and queries appropriately
- Handle shipping and purchasing as needed
- Driving to and from various locations in upstate NY and New Haven Connecticut on a weekly schedule
- Schedule meetings and appointments
- Manage travel arrangements
- Maintain office cleanliness and keep filling up to date
- Other duties as assigned

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**Requirements:**

- A driver's license is required for this role
- Ability to lift 15+lbs on a regular basis is needed to fulfill the responsibilities of this role
- Ability to communicate fluently and professionally in written and spoken English is necessary for this role. *Conversational proficiency in French, Portuguese, Spanish, or other languages is highly desirable.*
- Proficiency with Apple computers and devices is needed to fulfill the responsibilities of this role
- Proficiency in Microsoft Word, Excel, Google Docs/Drive, and file sharing services is needed to fulfill the responsibilities of this role

The ideal candidate will have knowledge of and/or demonstrated interest in contemporary art, photography, and documentary film.

Please email resume and provide two professional references to

**[huapaya.sophia@gmail.com](mailto:huapaya.sophia@gmail.com)**

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