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# Example of Art Assistant Job Description

Our innovative and growing company is hiring for an art assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for art assistant

* The student will also, on a weekly basis, assist in make photocopies and other preparation such as the creation of powerpoints for class
* Prepares School of Art’s events calendar
* Prepares agenda and minutes for chairs meetings and other meetings as requested by the Dean
* Act as the liaison between dean’s office and students, faculty and staff
* Ensures regular and effective communication with chairs, department heads and support staff to pertinent information in compliance with any new academic and budgetary initiatives
* Prepares contracts for chairs and other Personnel Actions Forms as needed
* Coordinates scheduling of the dean’s office conference room for various departments in the Institute
* Assist the Dean and Assistant Dean with research, development and processing curriculum proposals, revisions, accreditation, assessment reports and other academic reports
* Maintains the Dean’s Learning Management System (LMS) website
* Effectively handles multiple assignments and special projects as assigned

## Qualifications for art assistant

* Some working knowledge of copyright law
* Sophisticated visual skills
* Ability to work productively under pressure while thinking ahead and being consistently proactive
* Proficiency in web based applications, Excel, Word, Outlook and MAC platform
* Must be fully competent at putting artwork into repeat
* Appreciation of colour and use of imagery for complementary themes