

Job Title: Office & Studio Assistant

Organization: Recording Library of West Texas

Location: Midland, TX

Closing Date: 01/16/2026

Status: Part-Time Position

Job Description:

We are seeking a detail-oriented, professional, and adaptable Office & Studio Assistant to join our team. This part-time position is ideal for someone who enjoys working in a dynamic environment, balancing administrative responsibilities with creative/media support tasks.

Responsibilities:

Reception & Client Services-

Answer and direct phone calls promptly and courteously. Greet and assist clients, volunteers, and visitors. Provide general customer service and information

Administrative Support-

Update and maintain client and volunteer databases. Assist with scheduling, communications, and record-keeping. Perform general office duties and other tasks as assigned

Podcast & Media Assistance-

Support podcast recording sessions (setup, coordination, light technical assistance as needed). Assist in reviewing and editing audiobooks and other recorded materials o Help with copying, filing, and media preparation

Qualifications:

Strong communication and interpersonal skills. Excellent organizational skills with attention to detail. Comfort with technology and willingness to learn new software/tools. Ability to manage multiple tasks in a fast-paced environment. Prior administrative, customer service, or media experience a plus.

How To Apply:

Interested candidates are invited to submit resume to rachel@recordinglibrary.org.