



Part-time, Arts Administration Assistant

General Statement of Job

This is a varied and highly responsible administrative position working under the general direction of a non-profit board of directors to provide a high level of quality customer service and administrative support for the Magnolia Art Xchange (MAX).

Essential Job Functions

Customer Service: Provides a high level of customer service to the public, board of directors, membership, volunteers and artists.

1. Public
 - a. Greet visitors in person and provide general information and answers as needed.
 - b. Answer telephone and take messages.
 - c. Assist with group tours.
 - d. Respond to general emails received through MAX website.
 - e. Use independent judgment to address issues and tactfully resolve complaints.
 - f. Remain calm in stressful situations.
2. Board of Directors
 - a. Communicates clearly and courteously in person and by means of memorandums, telephone and regular participation in meetings.
 - b. Assist in the completion of various applications, contracts, and associated paperwork for the MAX participation levels, rental of the facility, special events, and presentations as assigned.
 - c. Attend special events, art exhibits, and competitions.
3. Memberships and Artist Applications
 - a. Answer questions about membership/participation opportunities.
 - b. Collect membership and artist applications and prepare for them for review.
4. Volunteers
 - a. Manage the volunteer schedule using an online application chosen by the board of directors.

Arts Administration:

1. Maintain exhibit calendar, art inventory, exhibit agreements, and insurance documentation for all art exhibits.
2. Assist the board of directors in the planning and execution of arts workshops, exhibits, competitions, fundraisers, and public art celebrations produced by MAX.



3. Assist the board of directors in the administrative components of grant writing.

Financial Responsibilities:

1. Prepare daily deposit and cash reports and ensure timely delivery to the board of directors.
2. Maintain accurate financial records, reports and files using Quickbooks Online.
3. Assist in the administrative component of budget preparation.

Administrative Assistance:

1. Prepare, transcribe, and distribute letters, memorandums and/or other correspondence.
2. Ensure the accurate and timely printing of department reports, records, and correspondence as directed by the board of directors.
3. Research program related subjects using a variety of resources.
4. Assist with the board of directors, volunteers, and member artists to design, and implement Arts programming.
5. Photograph programs and maintain files for archival purposes.

Marketing/Public Relations:

1. Monitor all social media.
2. Assist the board of directors with social media marketing as necessary.

Non-essential Job Functions

1. Performs other duties as assigned.



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Minimum Qualifications

Must have a High School diploma or GED preferably supplemented by courses in the secretarial field. Must have a minimum of two years experience using various office equipment including strong computer skills. Must have two years previous work experience in dealing with the general public. Helpful to have experience in special event planning. Equivalent combination of training, education and experience may be acceptable. Arts background is preferred but not mandatory.

Knowledge, Skills, and Abilities

Knowledge of personal computers and related software with a focus on Google Drive and its suite of programs and Quickbooks Online. Must have the ability to learn new computer programs. Ability to establish and maintain effective operating records and reports.

Ability to project a positive, energetic attitude. Ability to use *independent* judgment. Ability to remain calm in stressful situations, including the ability to remain positive even in negative situations. Ability to communicate clearly and concisely with the public in a courteous and professional manner both orally and in writing. Must be self-motivated and resourceful in meeting the needs of patrons.

Strong organizational skills. Requires basic skills and abilities that involve the manipulation of tools, instruments, devices, etc., normally requiring coordination with eyes, hands, and/or feet. Must be able to work in a variety of climatic environments, both indoors and outside. Ability and willingness to work flexible hours as assigned.

Licenses/Certificates

Must possess and maintain a valid Florida Operator Driver's License with an acceptable driving record.

Current certification in adult, child and infant CPR (or obtained within six months).

Current First Aid certification (or obtained within six months).

Salary and Hour Information

\$14.00/Hour for 25 Hours Per Week

Must have the flexibility to work half days on Saturday and some evenings.



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Start date: Spring, 2019