



Methow Arts Alliance
Office Assistant and Program Support - Job Description

The **Office/Program Assistant** ensures that the arts are an integral and dynamic aspect of our community through support of Methow Arts Alliance.

The primary responsibilities of this position are to: 1.) Assist Executive Director (ED) in administrative and program support; 2.) Provide ongoing event support.

I. Office/Administrative Support

- Provide administrative support to ED in scheduling, filing, and program support;
- General office support tasks include mail, supply purchase/inventory, filing, database management, bookkeeping via QuickBooks, bill paying and tracking, general communications, event support (see below);
- Attend to general operations of the office including answering phone, maintaining functioning equipment and organizing office (LCD projector, computers, copying machine, printers, scanner, and furniture);
- Knowledgeably represent all aspects of Methow Arts in interactions with the public;

II. Program Support

- **Event Promotion**
 - Distribute event signage/posters and ART magazines in an ongoing basis
 - Assist with online marketing: Constant Contact, Website Updates/Edits and Social Media
- **ART Magazine: AD Sales, Design Support and Website Updates**
 - Advertising Sales/Facilitate and build quarterly **ad sales** for printed magazine and website.

III. Event Support

- **Presenting Season - Events**
 - Participate and support in events (duties: event set up/tear down, shopping as needed, tear down and post event, organize all materials/bins after event);
- **Methow Arts Festival – July 4th/Annually**
 - Assist ED and Arts Education Director with planning, fundraising and implementation of annual Methow Arts Festival which draws over 1500 annually. Target dates: MAY, JUNE, JULY through July 6 (i.e. arts-booths, volunteers, coordination etc.);
 - Fundraising/Sponsorship for Arts Fest: Responsible for raising funds that support annual event.

Qualities/Requirements

- **High-level knowledge and skill in Microsoft and QuickBooks** Excel, QuickBooks, Constant Contact, etc; Preferred skills in Adobe Suites but not required (InDesign, Photoshop, Illustrator); proficiency in basic website updating (WordPress), E-Campaigns (Constant Contact or similar), and Social Media (Facebook and Twitter.)
- **Ability to communicate with excellent grammar, punctuation, spelling, composition and editing skills.**
- An appreciation for the value of the arts in public education.
- An appreciation for the value of the arts in community development and economic vitality.
- Values a high quality of work in all aspects of program from ground up: student learning experiences and outcomes, partner's experiences, and all written, verbal and visual communication
- Possesses a valid driver's license and reliable vehicle; Ability to travel regionally in personal vehicle.
- Ability to articulate purpose and vision of the organization to diverse public.
- Appreciation for the diversity and difference of Okanogan County communities.
- Ability to establish and maintain effective working relationships with local, state and federal institutions, public officials, other employees, special interest groups and the general public.
- Interest in ongoing learning about the impact of the arts, and a sensitivity to the current issues affecting arts education in Washington Public Schools.
- Ability to create and maintain accurate database files.
- Ability to work effectively with volunteers, staff, board members and committees.

- High level of organization, time management, detail management and delegation.
- Creativity, flexibility, problem solving.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

Physical Demands

The working environment for the education coordinator is primarily in an office setting; however the individual shall be expected to travel to off-site locations and to attend meetings, conferences, seminars and other job related activities. The office duties are usually sedentary but field work may require standing, walking, maintaining balance, climbing stairs and inclines, kneeling, bending, stooping, crouching, reaching, pulling, twisting; requires sense of touch, finger dexterity, ability to grip with fingers and hands and ability to exert up to 35 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects; requires ability to discern voice conversation, to see with close, far, side vision with depth and color perception. Requires ability to operate passenger vehicle.

Compensation:

This is currently a 15-20hr/week position with the potential for growth in the near future. It is part time, flexible, with some evening and weekend work. Required travel outside of the Methow Valley will be compensated at current state rate for mileage and per diem. Paychecks are issued on a monthly basis, between the 1st and 5th of each month.

Vacation:

The position is based on a **15-20hrs/week average**, with the understanding that some weeks may demand a larger investment of time. To accommodate for extended hours, flexing hours will provide opportunity for days off and maintain the 15hrs/week timeframe. Employees are responsible for tracking hours on a daily basis, carefully planning and providing advance notice of planned days off that do not interfere with scheduled events or activities. The best time to take extended unpaid or approved flex time vacation is during school spring breaks in late March and early April, after 4th of July wrap up in July and over the holidays in late December, when things tend to be quiet for the organization. All vacations should be pre-approved with ED.

Health Stipend: Is available based on performance after a six-month period of excellent performance and at least 25/hrs per week of work.

Grievance Policy:

Methow Arts wishes to provide a comfortable, productive, legal and ethical work environment. To this end, the organization wants you to bring any grievances you have about the work place to the attention the executive director and, if necessary, to the board of directors. In light of these concerns we have instituted a grievance procedure that is part of the Methow Arts bylaws. Please review the Bylaws for specific information about board and executive director responsibilities. The executive director has the power to hire and discharge all personnel of the Corporation other than corporate officers, and presents a budget annually for board approval that includes employee compensation.