METHOW ARTS

METHOW ARTS ALLIANCE

ART Event and Office Specialist

(aka SUPERHERO)

Job description

The **Event/Office Support Specialist works with staff at Methow Arts to** ensure that the arts are an integral and dynamic aspect of our community through support of our organization.

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

I. Event Support

- **Performance Season: Events**
  - Participate and support in year-round events at Methow Arts (duties: event set up/tear down, shopping as needed, post event organization and tracking. Requires commitment to work evenings on nights of events, generally 5-7 times per year);
  - Assist in securing volunteers for events;
- **Methow Arts Festival – July 4th/Annually**
  - Assist Executive Director 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 and requires a long day of work on the 4th of July each year (i.e. arts-booths, volunteers, coordination etc.);
  - Fundraising/Sponsorship for Arts Fest: Responsible for raising funds that support annual event.

II. Office/Administrative Support

- Office Support and Bookkeeping
  - Provide administrative support to ED in scheduling, filing, and program support;
  - Responsible for the organization of all office items, including retrieval/sending of mail, supply purchase/inventory, filing, database management, checkwriting via QuickBooks and tracking, general communications.;
  - 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);
  - Knowledgably represent all aspects of Methow Arts in interactions with the public;

III. Program Support

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

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.) Experience with business accounting a plus, monthly payroll, taxes and quarterly taxes appreciated but not required.

- **Ability to communicate with excellent knowledge of English 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 event/office specialist is primarily in an office setting but events and other tasks 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: Based on experience and qualifications.

This is currently a 10-15 hr/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 **10-15 hr/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: NA for part time position.