**Methow Arts Alliance**

**Seeks Dynamic Customer Service & Office Representative**

**Join our team in downtown Twisp, WA**

**We need your help. We seek a dynamic Customer Service & Office Representative!**

**To apply you will send us via email in one PDF please:**

1. Coverletter signed
2. Application – filled out (type preferred)
3. Resume

**SHORT DESCRIPTION:** An energetic and creative Customer Service and Office Representative will greet our guests & customers, organize appointments, work with our team and keep our office organized! The Representative will manage all daily office tasks, answer phone, provide basic checkwriting, assist Executive Director (ED) and keep us organized and tidy. Must work Saturdays and some evenings (depending on planned events for season). Must possess a passion for the Arts, an ability to work with an array of community members, an ability to listen, and a willingness to learn and grow.

**This is an opportunity to learn Arts administration, arts marketing, advertising and work with a mix of artists, organizations, businesses and leaders in Cultural Vitality.**

The primary responsibilities of this position are:

**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. May include some checkwriting and invoicing via QuickBooks, bill paying and tracking,
* General communications, event support (see below);
* Attend to general operations of the office including answering phone, tidying entry of office, recycling, maintaining functioning equipment and organizing office;
* Knowledgably represent all aspects of Methow Arts in interactions with the public;

**II. Program Support**

* **Event Promotion**
  + - Distribute event posters and ART magazines in an ongoing basis
* **ART Magazine: AD Sales, Design Support and Website Updates**
  + - Assist ED with advertising Sales/Facilitate and build quarterly **ad sales** for printed magazine and website.

**II. Event Support**

* **Performance Season - Events**
  + - Assist staff with performances/events (duties: event set up/tear down, shopping as needed, customer service at events, organize all materials/bins after event);
* **Methow Arts Festival – held on the July 4th/Annually**
  + - Assist ED and Arts Education Director with planning, fundraising and implementation of annual Methow Arts Festival which draws over 1,800 annually. Target dates for this event: MAY, JUNE, JULY through July 6 (i.e. arts-booths, volunteers, coordination etc.);
    - Fundraising/Sponsorship for Arts Fest: Responsible for assisting ED with raising funds that support annual event.

**Qualities/Requirements**

* Appreciation for the diversity and difference of North Central WA communities and individuals including our audience which includes Indigenous, Latinx, LGBTQ, Diverse ethnicities, marginalized community members and more.
* **High-level knowledge and skill in Microsoft and Office Applications** Excel, word, use of office PC (not MAC), social media. Preferred skills in Quickbooks and 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 learn and take feedback.
* Excellent customer service skills.
* **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.
* 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:**

The position is flexible from 20-30 hours per week with a required Saturday and some evening work with planned events. 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. Compensation is commensurate with experience. **Health Stipend**: Is available based on performance after a six-month period of excellent performance and at least 25/hrs per week of work.

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| Methow Arts Alliance  Application 2022  Date Received: \_\_\_\_\_\_\_\_\_\_\_\_  **-Position for which you are applying:**  **- COVID-19 VACCINE REQUIREMENT. As much of our current work is conducted with the public and/or public schools applicants must provide proof of full COVID-19 vaccination. You may provide the photo or photocopy of your vaccination card via an email attachment sent to info@methowartsalliance.org or you may drop it off at our office 204 E. 2nd Street. If you cannot meet these requirements, but would like to be considered for future employment when/if these requirements are no longer in place please let us know.** | | | |
| **Personal Information - Please TYPE or PRINT** | | | |
| **Last Name First Name Middle Name** | | | **Today’s Date** |
| **Street Address City State Zip Code** | | | |
| Home Phone: (\_\_\_\_\_)\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Work Phone: (\_\_\_\_\_)\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Are you a United States Citizen or legally eligible to work in  the U. S.? \_\_\_\_\_\_Yes \_\_\_\_\_\_No (*if hired, you will be required to provide documentation that you are eligible to work in the U.S.)* | | |
| Date of Birth: | | | |
|  | | **Date Available to start Work**  **MO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_/DAY:\_\_\_\_\_\_\_\_\_\_** | |
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| Are you currently living in or near the Methow Valley full time? **Y N** Do you have a car? **Y N** | | | |
| Are you employed now? **Y N** If so, may we contact your present employer? **Y N** | | | |

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| **Education** | | | | |
| **Name and Location** | | **# Years Completed** | **Major Area of Study** | **Degree/Diploma** |
| High School |  |  |  |  |
| College |  |  |  |  |
| Graduate School |  |  |  |  |
| Technical  or Certificate  Programs |  |  |  |  |

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| **Employment History** Please provide the following information for your previous three employers, beginning with  the most recent: (Please attach an additional page if necessary, do not use “see attached resume”.) | | | |
| Employer: | Dates Employed:  From\_\_\_\_\_\_\_\_\_\_\_\_\_ To\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Job Title: |
| Address: | | | |
| Telephone: | | Job Duties: | |
| Hourly Pay Start: Finish: | |
| Reason for Leaving: | |

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| Employer: | Dates Employed:  From\_\_\_\_\_\_\_\_\_\_\_\_\_ To\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Job Title: |
| Address: | | | |
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| Hourly Pay Start: Finish: | |
| Reason for Leaving: | |

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| Employer: | Dates Employed:  From\_\_\_\_\_\_\_\_\_\_\_\_\_ To\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Job Title: |
| Address: | | | |
| Telephone: | | Job Duties: | |
| Reason for Leaving: | |

TALK YOURSELF UP! Describe your skills or qualifications you’d like to add for us to learn more about you: (Please include skills, special training, desire to work for Methow Arts, etc. Use back of page or attach additional typed pages.)

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| **Professional References** Please list names of supervisors, managers who can comment directly on your abilities: | | | | |
| Name | Email | Phone # (required) | Relationship/Occupation | Years Known |
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Methow Arts Alliance is an Equal Opportunity Employer. It is the policy of Methow Arts not to discriminate in employment matters on the basis of race, creed, color, age, marital status, national origin, sex, or status with regard to public assistance or disability.

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I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if employed, false statements on this application shall be considered sufficient cause of dismissal. You are hereby authorized to make investigation of my personal references.

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Signature Name of Applicant Date