

ANNOUNCEMENT: JOB OPENING: Gallery/Office Manager Lassen County Arts Council

To apply: Employment Application available at the Lassen County Arts Council Gallery, 807 Cottage St. 530-257-5222. Submit application and resume at the above address.

Work schedule: Wed, Thur, Fri, Sat 20 hours per week

Overview: The LCAC Gallery/Office Manager is responsible for the day to day conduct of the LCAC Gallery business. This job is being designed to segue into a Gallery Manager/Program Coordinator position. The successful candidate will have an interest in learning the role of Program Coordinator over the next year and will gradually take on more responsibility as their skills increase. Program Coordination involves contacting and contracting with artists for workshops and exhibits, facilitating program feedback from partners, orchestrating payment to artists, writing press releases, creating video and photo documentation of programs for grant applications, creating flyers, posters, and brochures, and responsibility for the physical appearance of the gallery. With the awareness that applicants in our area may not have had the opportunity to gain Program Coordination skills, the LCAC Board is looking to hire a candidate with strong office skills who is enthusiastic about gradually learning the job of Program Coordinator.

Currently the position includes Saturdays. The Gallery/Office Manager who is hired will be encouraged to develop and train reliable volunteers and in so doing may gradually staff the gallery on Saturdays with trained volunteers.

Entry level pay is \$ 13 per hour. An increased wage is planned with the completion of a satisfactory 90 day probationary period.

The opportunity for increased hours and/or hourly wage up to \$18 per hour over the first year has been budgeted and will be based on the development of the employee in the area of Program Coordination.

Skills:

- Ability to interact with the public
- Congeniality, dependability, and ability to follow a task from start to finish
- Ability to follow instructions
- Ability to work in a team atmosphere
- Working knowledge of word processing and database computer programs (Microsoft Office)
- Ability to use technology effectively to communicate with the LCAC Board, artists, and partners (email, text, phone)

Duties:

- General office duties
 - Handle telephone calls and voice mails
 - Answer questions and requests
 - Filing, copying, faxing
 - Open and distribute mail
 - Process outgoing mail
 - Handle cash transactions

- Basic data entry for payroll, financial ledgers, memberships
- Organize schedule for staffing of the gallery.
- Engage visitors in the gallery. Process gallery sales using Square.
- Monitor emails, forward them to appropriate parties and respond as needed
- Assist Board and other paid staff with correspondence and communications
- Hands on support and coordination of LCAC events (which may include occasional evening and weekend hours)
- Maintain calendars, process payables disbursements, process minutes, agendas, and other information for board of directors' meetings. Notify parties of important upcoming dates.
- Track follow-up on insurance policies (liability, property, worker's compensation)
- Maintain art inventory and interact with artists for drop-offs and pickups. Keep stored art organized.
- Assist with gallery and exhibit displays: labelling and pricing of articles, typing and printing artist statements and biographies.
- Ensure operation of equipment by tracking preventive maintenance requirements: calling for repairs, maintaining equipment inventories.
- Maintain supply inventory by checking stock, anticipating needed supplies, place and expedite orders for supplies, verify receipt of supplies
- Participate in Board meetings if requested (may include evening hours)
- Keep storage areas organized.
- Assist with CAC grant writing, reporting, and invoicing.
- Keeping the gallery tidy and doing light cleaning as necessary.

Qualifications:

- High School education required.
- College level writing skills
- CA Driver's License
- Familiarity with Microsoft Office
- Availability to work occasional evenings and Saturdays for events and Board meetings
- Well-developed interpersonal communication skills.
- Ability to interface with a variety of personalities and cultural communities.
- Well-developed problem-solving skills.
- Willingness to learn.

The exceptional candidate will have:

- Familiarity with Quickbooks
- Experience supervising personnel and volunteers.
- Familiarity with administrating a Facebook page.
- Experience in office management, grant writing, and administration of a public agency.
- Experience reporting to a Board of Directors.
- Experience with graphic design, e.g. creating flyers and brochures.
- Experience with public relations, e.g. press releases, PSAs, feature articles.

- An interest in creating and revising systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements.