

Gaylord Area Council for the Arts

Position Description: Administrative Assistant

Function: Provide accounting, administrative, marketing, and gallery support services to the Arts Manager to accomplish the goals and objectives of the Gaylord Area Council for the Arts (GACA).

Supervision: Report directly to GACA's Arts Manager.

Duties and Responsibilities:

1. Provide accounting services to include the following:
 - a. Assist GACA bookkeeper in maintaining all financial records in a timely and accurate manner.
 - b. Track, record and oversee gallery sales, log book and cash drawer.
 - c. Ensure timely deposits and withdrawals.
 - d. Pay and record bills
 - e. Provide monthly financial status reports to the Arts Manager and Board of Directors.

2. Provide administrative services to include the following:
 - a. Prioritize and perform a variety of administrative tasks as needed.
 - b. Track and record data on gallery visits and participation in GACA activities and programs.
 - c. Set up, maintain, and purge organizational records, files, minutes and other data.
 - d. Prepare and distribute minutes from GACA Board of Directors meetings.
 - e. Purchase office supplies and equipment, and arrange for equipment and gallery maintenance as needed and approved by the Arts Manager.
 - f. Answer telephone inquiries and assist in providing general organizational information as received and directed by the Arts Manager.
 - g. Assist in scheduling, communicating with and organizing the work load of the Gallery Volunteers.
 - h. Arrange for snow clearing or other outdoor maintenance, as needed and approved by the Arts Manager
 - i. Assist the Arts Manager in maintaining membership statistics, tracking and thank yous.

3. Provide marketing services to include the following:
 - a. Assist Arts Manager in printing and distributing GACA's quarterly newsletter and annual report.
 - b. Maintain, update and monitor the GACA's website and assist with Facebook updates.

4. Assist with art gallery operations:
 - a. Assist in organizing and communicating with the artists showing work in the Art Market and Art Gallery.
 - b. Organize and update the Art Market Inventory book.
 - c. Work with the Arts Manager and Visual Arts Chair with the organization needed to change exhibits and the Art Market inventory.
 - d. Organize and communicate with workshop instructors.

5. Other Duties and Responsibilities to include the following:
 - a. Assist in routine maintenance of the office.
 - b. Assume additional duties and responsibilities as directed by the Arts Manager.
 - c. Maintain a neat, clean and orderly office and gallery.

Hours: 10-15 hours per week – times/days to be negotiated with the Arts Manager and Board of Directors. Attendance required at the monthly Board of Directors meetings.

Qualifications:

1. QuickBooks knowledge and experience. QuickBooks Nonprofit experience preferred.
2. Non-profit accounting and operational experience.
3. Minimum education – Associates Degree.
4. Marketing experience to include website maintenance and social media.
5. Two years administrative experience in an office setting. Excellent interpersonal skills, phone etiquette, written communication skills.
6. Experience in these programs: Word, Excel, Publisher and Access.
7. The ability to prioritize, multi-task, and work with a cross-section of people and personalities while completing assigned tasks is essential.