

Position: Gallery Operations Coordinator

Status: Part-Time

Supervised by: Executive Director

Compensation: Hourly (\$15/hr)

Schedule: 25 hours/week Tuesday– Saturday, Noon – 5:00 pm

Needed:

- 3 Professional References
- Cover Letter
- Resume

Duties:

Administration: Support Executive Director and Development & Membership Manager with all business operations tasks

- Managing best practices of proper appearance and upkeep of the physical Gallery space
- Proactively and warmly welcome guests, responding to questions and offering guidance
- Assist in communication with business partners, artists, and other collaborators
- Draft and gather all contracts, w9s, invoices, and paperwork necessary for partnerships
- Managing logistics for one-off events, including partner communication, U-Haul rentals, ordering supplies, inventory documentation, and other event planning details
- Managing Submittable forms for various artist opportunity submissions
- Printing and designing of labels, nametags, etc.
- Perform general clerical duties, including general upkeep of files, Google Drive, and documents
- Help maintain inventory of gallery and office supplies
- Drafting, printing, sending Thank You letters to donors, members, etc.
- Other duties as assigned

Marketing: Coordinate marketing for social media, weekly e-newsletters, community calendars, etc.

- Manage the email database system (MailChimp), weekly e-newsletter, and email blasts
- Build targeted audience lists and create targeted emails
- Draft, post, & manage social media
- Ensure contact lists are accurate and succinct
- Communicate artist opportunities with community via appropriate outreach
- Update and distribute a monthly calendar of events, reaching out to contacts to promote PR and opportunities to current and unique audiences

Databases: Support effectiveness and efficiency of ACG's stakeholder management systems by implementing ways to maximize the features of eTapestry and Quickbooks with guidance by Development & Membership Manager

- Perform data management and communications support with systems, including Quickbooks, e-Tapestry, Square, and Hootsuite.
 - Update and ensure the accuracy of stakeholder information and contributions (entering and tracking transactions, contributions, etc)
 - Use e-Tapestry to track communication with stakeholders
 - Use e-Tapestry to run reports and identify stakeholders to support and solicit
 - Use e-Tapestry to create processes to retain expiring members, increasing membership retention rate
 - Create and implement templates for common emails/letters, such as donor thank you letters and membership renewal reminders

Minimum Qualifications:

- Associate's or Bachelor's degree in Business Administration or related field and/or minimum of 2 years of related experience in an administrative support position
- Exceptional attention to detail and organizational skills
- Strong understanding of relational databases, business operations, and data tracking
- Excellent analytical thinking and creative problem-solving skills
- Superb interpersonal and customer service skills to work with key audiences including patrons and staff
- Ability to handle multiple tasks, projects, and priorities effectively and professionally
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel & PowerPoint) and Google Drive Suite
- Ability to communicate and work well with others of varying skills, technical knowledge, and levels in the organization
- Ability to work independently or collaboratively on assigned responsibilities
- Ability to work in a fast-paced environment
- Willingness to learn

Preferred Qualifications, Skills, and Abilities:

- Interest in art and for artwork
- Prior experience with a non-profit organization
- Prior experience in an administrative support position

ACG is committed to creating a diverse, equitable environment and is proud to be an equal opportunity employer. All qualified applicants are encouraged and welcomed to apply however you identify in regard to your race, color, religion, sex, gender identity or expression, sexual orientation, national origin, ability, age, veteran status, etc.