



Carnegie Art Center

The Carnegie Art Center is Hiring: Administrative Assistant (Part Time)

The Carnegie Art Center (CAC) is seeking an Administrative Assistant. The CAC provides a wide range of art exhibitions, educational opportunities and entertaining programs that serve the Tonawandas community and the greater Western New York region. The CAC is an equal opportunity employer.

The Administrative Assistant position is a part-time position averaging 15 hours a week with the following schedule: Wed. 6-8PM, Thurs. 6-8PM, Fri. 12-4PM and Sat. 12-4PM in addition to some remote work. On-site 12 hours, e-mail offsite. Hours may vary based on the needs of the staff and events at the CAC.

The Administrative Assistant provides support for the gallery coordinator, volunteers, Board of Directors, members and visitors of the Carnegie Art Center by handling a variety of tasks in order to ensure that all interactions between the organization and others are positive and productive. The Administrative Assistant reports directly to the CAC Board of Directors.

Specific Responsibilities:

- *Reception and Office Operations:* Answer the phone, respond to voicemails and emails in a timely fashion, maintain an inventory of office and event supplies and address the needs of visitors during gallery hours. Manage customer service needs independently and seek guidance as needed. Sell art pieces, merchandise and handle ticket sales. Create wall labels. Mailing flyers.
- *Membership:* Work with the Board to maintain the membership database including updating, renewal notifications, thank you procedures, and event announcements.
- *Volunteer management:* Work with the Board to manage CAC volunteers including recruitment, intake, scheduling, and forwarding volunteer information to the board.
- *Newsletter and press drafts*
- *Familiar with current gallery show and internal events*
- *Light custodial duties:* emptying garbage, keeping restrooms stocked.

Qualifications:

- High school diploma or equivalency. Associates Degree in related field preferred.
- Reception/customer service/arts or non-profit experience preferred
- Strong organizational skills, flexible, attention to detail and ability to retain information.
- Ability to effectively navigate various software and internet based systems
- Must be proficient in Microsoft Office
- Excellent verbal and written communication skills.
- Goal orientated
- Ability to move up to 40lbs
- Ability to effectively communicate with all visitors, vendors, associates and leadership.
- Ability to work both independently and in a team setting
- Experience with visual and performing arts or non-profit agencies, a plus
- Experience in volunteer and membership management, a plus
- Experience in CRM systems, a plus
- Reliable form of transportation

Interested and qualified candidates should respond with a cover letter and resume to carnegieartcenterboard@gmail.com by 12/29. Start date in January.

Pay range: \$16-18/hour