



Job Description

AVAILABLE POSITION:

Administrative Assistant

PAY RATE:

Part-time, hourly position. Approximately 10-15 hrs/week.
\$15/hour.

WORK SCHEDULE:

Position is part-time with some flexibility (up to 15 hrs per week) during open hours: Monday – Friday, 9 a.m. – 5 p.m.
Some work outside of normal business hours is required.

COVID-19 Considerations:

As the COVID-19 pandemic continues to impact the world, it is our responsibility to help keep our employees, members and communities healthy and safe. At the Arts Council, we are adhering to CDC, state and local orders with regard to COVID-19. We are a COVID-cautious employer, and our team is currently working remotely with occasional office visits.

ORGANIZATIONAL OVERVIEW:

The Arts Council of Greater Lansing has been a leading voice for arts and culture in the Greater Lansing region since 1965 providing direct support to hundreds of artists and arts and cultural organizations located in Ingham, Eaton and Clinton counties. The role of the Arts Council is to support and promote the work of its constituents by assisting them in the growth and development of their artistic practice, financial stability and accessibility.

In addition to the support the Arts Council provides its constituents, the agency also provides community arts leadership by actively engaging with area business and civic leaders to ensure that the arts play a vital role in economic development, placemaking, community revitalization and quality of life.

JOB SUMMARY:

The Administrative Assistant will perform clerical, administrative and reception tasks while serving as a brand ambassador for our mission to provide “support, strengthen and promote arts and culture in the capital region.” The ideal candidate will be responsible, take initiative, multitask with ease and

work well as part of a team. The Administrative Assistant will clearly and personably communicate with stakeholders, including but not limited to Board, staff, interns, donors, sponsors and students.

We are seeking a polished professional who enjoys working with people, creatively solving problems and working collaboratively toward real change. The Administrative Assistant will report to the Executive Director using strategically aligned organizational goals for capacity building: increasing revenue through contributions, grants, memberships and sponsorships.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE ASSISTANT:

Administrative

- Manage meeting and event scheduling for staff and committees.
- Manage incoming calls, inquiries and emails from the general public, directing them to the right staff member.
- Support the executive director in fund development management.
- Manage the donor and management database.
- Assist in creating reports for bookkeeper and running deposits.
- Manage bulk mailings.

Arts Night Out

- Lead coordinator of our bi-monthly event, Arts Night Out.
- Work with venues to secure materials, information and event details leading up to the event.
- Working with artists to pair with venues and organizing event activities.
- Lead creative idealizing themes, concepts and promotional materials.
- Work with grant manager to develop grant language for event funding.

Individual talents will be noted during the interview phase and this job summary may be modified based on those personal qualifications.

REQUIREMENTS:

Qualified applicants should be (please provide examples of these in your application materials):

- Passionate about the arts
- Expert communicator with developed interpersonal and customer service skills
- Outstanding organizational, communication, written and oral skills.
- Flexible and resourceful
- Skilled in problem-solving with a “can-do attitude” required for nonprofit administration
- Adept in meeting goals and timelines to support organizational growth
- Motivated by high-quality standards
- Capable of working independently and proactively, as well as directing others
- Skilled at working with team members to meet the strategic objectives of the organization
- Detail-oriented and organized with evidence of improving systems and procedures
- Accomplished in prioritizing, delegating, and multitasking
- Knowledgeable in-office procedures
- Technologically adept in Microsoft Office Suite: Word, Excel and PowerPoint
- Familiar with Adobe (PDF)

- Sensitive to confidential matters
- Experienced in professional settings with at least two years of relevant work such as volunteer coordination, customer service, hospitality, administration or similar field

Preferred qualifications:

- Relevant post-secondary experience or degree(s)
- Experienced in database management, donor-tracking or similar software
- Proficient in website management, or desire to be trained
- Creative background including but not limited to academic or professional arts experience

Work Environment

Working with the Arts Council, you are part of a team that is welcoming and supportive, all bonded by the love, respect and value we place on the role of artists and arts and culture in general in our community. The Arts Council recruits, employs, trains, compensates and promotes without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status. We are fully focused on equality and believe deeply in diversity and every fascinating characteristic that makes us different.

This is currently a virtual position with a laptop provided; however, occasional visits to the office are required. Some light local travel to run errands may also be required. Moderate physical activity such as walking, standing and light lifting is involved in many daily activities.

APPLY:

To apply, email a cover letter and resume to info@lansingarts.org with "Administrative Assistant Position" in the subject line. No unsolicited inquiries please. Job is posted until filled. Applications received by **5pm, Friday, Sept. 17, 2021**, will receive priority.