

Office Administrator Helen Day Art Center

About

Helen Day Art Center is seeking a full time, salaried Office Administrator. We are one of the region's primary contemporary art exhibition and education resources, offering a range of dynamic programming that asserts the value of art and engages approximately 75,000 visitors, students, volunteers, creators, and patrons each year. We seek an organized, team player who values customer service and has a passion for the organization to join our collaborative work environment. Salary package commensurate with experience.

Summary of Position

The Office Administrator shall support administrative functions for the organization, with a particular focus on the daily operations of the Education, Development, and Exhibition programs. Key skills and qualities include excellent customer service, attention to detail, hard-working, team player, self-motivated, and previous experience with administrative duties and database entry.

The role requires the ability to work with extreme accuracy and efficiency, a high degree of dependability and professionalism, being a welcoming face of the organization, strong knowledge of office fundamentals, ability to maintain a good spirit and humor under pressure, and trustworthiness.

Duties & Responsibilities

Responsibilities of the Office Administrator extend across several areas of the organization. As the position matures and evolves, so too will the duties.

Responsibilities include, but are not limited to:

1. General Office Administration

- Act as first point of contact for HDAC and administrative support to the staff, including: answering phones; opening and closing the building during office hours; managing incoming and outgoing mail; ordering supplies; processing memberships; credit card payments; and other office administrative tasks as requested.
- Provide accounting support for the bookkeeper using Quickbooks, preparing receipts, bills, deposit forms, etc.

- Lead recruitment and coordination of volunteers for the Art Center.
- Implement marketing and promotion of HDAC programs, including developing and managing content calendar for eblasts and social media.
- Assist in the coordination of public programs, development or special events, and exhibition openings. Compile invite lists; manage invitation mailing and RSVP tracking; purchase food and beverages; manage set-up.
- Oversee facilities management, including administration and marketing of facility rentals.
- Manage and staff the facility during occasional off-hours activities including, but not limited to classes, events, parties, and facility rentals. Be the alternate for weekend gallery hours.
- Organize physical space in the office, basement storage, and storage closets.
- Other duties as requested.

2. Education

- Support Youth and Adult Education Programs including classes, workshops, camps, tours of exhibits, Steamroller event, and Family Day events by processing registrations, maintaining and organizing program specific needs, and additional support as requested.

3. Development

- Support the Development work, including assisting with data input and ongoing maintenance of the Salesforce database; production of data/ mailing lists and tracking of ongoing donor activities; production and tracking of gift acknowledgements and Executive Director thank you's.
- Assist Executive Director and Grant Writer with organizational reports related to grants research and writing.
- Manage membership database using Salesforce to track and send renewals on a monthly basis.

4. Exhibitions

- Provide registrar support for administrative details regarding exhibiting artists including contracts, consignment lists, supplemental materials, statements, biographical information, availability of pieces for shipping to and from HDAC, etc.
- Provide administrative support of exhibitions, including producing labels for artwork, printing of gallery guides, biographical information, etc.
- Co-coordinate and co-curate the Members' Art Show with Gallery Manager.
- In absence of Gallery Manager, assist with operations of the gallery & exhibitions, including opening galleries; executing gallery sales; processing ticket sales and RSVPs for HDAC events and functions.

Reporting Structure

The Office Administrator reports to the Deputy Director for operational and administrative matters and to the Executive Director for budgetary matters and programming strategy.

Knowledge, Skills and Abilities

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1. Relevant degree and minimum of 3 years administrative work experience.
 2. Strong organizational and time-management skills, with the ability to set priorities and limits in order to accomplish tasks, meet deadlines, and adapt to changing priorities.
 3. The ability to work independently, multi-task, and participate as an effective team member.
 4. Clear communication and interpersonal skills.
 5. Self-motivated with ability to work cooperatively with staff, board members, affiliates, peers, volunteers and interns.
 6. Knowledge of fundamental office practices, procedures and equipment & high degree of functionality with hardware and software in a networked Microsoft Office / Google docs – drive environment; Adobe Creative Suite / Creative Cloud preferred.
 7. Superior customer service skills and the ability to exercise good judgment, courtesy and tact in dealing with the general public, board, staff and affiliates of Art Center.
 8. High degree of personal and professional integrity and the ability to treat sensitive information with the highest degree of confidentiality.
 9. Experience in creating and managing social media.
 10. Competence at electronic data entry and information management required, as well as ability to analyze data for program monitoring and improvement. Salesforce experience preferred.
 11. Fluency in English, with additional languages preferred.
 12. A valid driver's license required and access to a vehicle preferred.

Equal Opportunity Employment

Helen Day Art Center is an equal opportunity employer and encourages candidates of all racial, ethnic, and religious backgrounds to apply. HDAC staff members are selected on the basis of ability without regard to race, age, religious commitment, gender, sexual orientation, ethnicity, national origin, language, (dis)ability, marital or parental status, or political perspective.

To Apply

Submit the following to jobs@helenday.com, with subject line "Office Administrator":

1. Cover Letter
2. CV
3. 3 References