

# 2023 Job Ad

## Office Assistant P/T

- Responsible for office support and coverage
- Answers to the Operations manager

### Office Duties include, but are not limited to:

Registration support and data entry

Create printed materials for gallery shows

Periodic event assistance

Quarterly catalog support- proof read, upload content to website

Bi-monthly E-Newsletter creation

Greet visitors and answer phone

LED Message board updates

Filing

Social media postings to promote the Art Center

Expectation to assume website management

### Desired Skill Set:

Microsoft Office Suite, in particular Excel

Familiarity with website maintenance

Experience with CRMs

Ability to create promotional material, such as flyers, electronic ads

Self-starter, detail oriented

Ability to work with the public

Have an interest in the arts

Ability to work in a dog friendly office

**ESTIMATED HOURS: 12 Base Hours per week** - Three 4 hour days, which will include Fridays. Additional hours will be assigned as events and activities dictate. This total will be fluid and not limited to a weekly maximum.

**PAYSCALE:** This is a part-time position. Pay is hourly/no benefits.

Qualified candidates should send a cover letter and resume to Kim Freithaler, at [execdirector@northhillsartcenter.org](mailto:execdirector@northhillsartcenter.org)