



JOB TITLE: Administrative & Rental Coordinator, Aiken Center for the Arts

HOURS: Monday – Friday, 9am-2pm

PAY RATE TYPE: Hourly

EXPECTATION FOR ALL EMPLOYEES:

Supports the Aiken Center for the Arts vision and mission by contributing to the growth of the arts community and providing arts education, cultural activities, and art opportunities that enrich the quality of life in Aiken, SC.

POSITION SUMMARY:

Under the direct supervision of the Executive Director this position provides administrative and secretarial support for operations and coordinates rentals. Interacts with a diverse group of artists, volunteers, customers and visitors. Independent judgment is required to plan, prioritize, and organize diversified workload.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

Reception

- Act as a receptionist to the administrative offices. Handle answering the phone and transferring the call to the right person.

Rentals

- Responsible for booking and coordinating rentals; fielding inquiries, giving tours
- handling logistics: contract requirement / fulfillment and payments including gathering proper insurance documentation, coordinating setup & take down, final review for security deposit return
- handling scheduling: ensure google calendar reflects rental schedule correctly as it may impact front desk staffing

Operations Support

- Gain knowledge of facility procedures, learn how to adjust thermostats correctly, learn how to operate phone system correctly, etc
- Submit and process bulk mailings
- Maintain membership list, create and process member letters and cards, add emails to eblast system
- Maintain thank you / donation letters list, create and mail
- Learn and understand our class schedule to be able to answer questions
- Help maintain the google calendar – add classes, rentals, events, meetings, etc and adjust as necessary
- Coordinate volunteers for Gallery openings
- Support during fundraising and programming events – more hours will be required in the month of January in preparation for our Aiken Antique Show and in October for our Fall fundraiser
- Assist Executive Director as needed

QUALIFICATIONS/SKILLS & KNOWLEDGE REQUIREMENTS:

- Must be proficient on the computer with programs including but not limited to Microsoft Office (Word and Excel), Outlook, Google Calendar and Docs
- Must have good organizational and time management skills
- Good customer service, excellent interpersonal and communication skills
- Work requires attention to details, establishing priorities and meeting deadlines
- Experience in office setting



GENERAL INFORMATION:

This job is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be an extensive list of all duties, responsibilities, and skills required for the position.

TO APPLY: submit cover letter and resume to execdir@aikencenterforthearts.org or mail to:

Executive Director
Aiken Center for the Arts
122 Laurens Street SW
Aiken, SC 29801

Aiken Center for the Arts is an Equal Opportunity Employer, and does not discriminate on the basis of Sex, Race, Religion, Age, Handicap or National Origin.