

The following is the job description for this position as well as a sample of specific task lists from each organization.

To apply send:

- Cover Letter
- Resume
- A list of least 3 professional references with contact information

Send digitally to: ashley@weehawkenarts.org

JOB DESCRIPTION

Job Title	SharedSales and Office Administrator for Weehawken Creative Arts and the Ridgway Chautauqua Society		
Supervisor's Title	Executive Director		
Department	Programs	Status	Hourly. 35-40 hour/week. In the office. Designated hours during regular business hours, arranged bi-weekly.
Incumbent's Name	n/a - new position	Starting Wage	\$14-15/hour, DOE

ORGANIZATIONAL MISSIONS & BACKGROUND

The Mission of Weehawken Creative Arts is to provide high-quality arts education and personal growth programs while playing a leadership role in the arts within our communities year round. Weehawken offers and coordinates over 300 classes and courses for adults and youth in Ouray County and surrounding communities annually. Some WCA programming culminates in public performances with ticket management. Some programming includes the management and sale of merchandise including a gallery shop and dancewear. Weehawken also produces several major fundraiser events including two major arts festivals, a fun-run, art-based contests and more.

The Mission of the Ridgway Chautauqua Society is to embody the Chautauqua tradition by producing programs celebrating lifelong learning, the arts, culture and community. Our vision is to exemplify both innovation and history in vibrant community gathering places, advancing the creative and economic vitality of our region. The RCS owns and operates the Sherbino Theater and the 610 Arts Collective. The Sherbino sees over 600 uses a year and runs over 140 public programs annually. The 610 Arts Collective offers 11+ arts exhibitions and receptions annually, including community open exhibitions.

POSITION PURPOSE

This person will be a primary in-office voice and face of both Weehawken Creative Arts and the Ridgway Chautauqua Society. They will register students, sell tickets, man the gallery and ensure customer loyalty through excellent customer service. Further, this position will serve an important role in assisting the Executive and Programming Directors with administrative functions including promotions and communications, donor management, special event organization and coordination and more.

This person will be a key player in ensuring promotions and communications of WCA and RCS programs, services and events. They will be essential in the positive and increased development and recruitment of new members, donors, underwriters and supporters for both operational (program) and capital campaign (venue) causes via enhanced communications efforts. Due to the nature of the shared staffing arrangement with these

organizations, to be a public ambassador for WCA/RCS programs and services as well as an ambassador for the the cooperative arrangement between the two organizations.

This position will be hourly and in-office, paid once-monthly. This position has an office hour schedule, set on a bi-weekly basis. Computer and workstation will be provided. Anticipated weekday Office Hours should be 10 or 11 am - 6 pm depending on the week, with additional hours scattered in for assisting with programs (but a maximum of 40 hours in any given week).

ESSENTIAL DUTIES

1. Events Content Assistant

- Entering ALL events and classes in internal and external Google calendar platforms
- Entering ALL events and classes in local, regional and state digital submission calendar systems, as well as submitting for manual entry when needed
- Provide content review of posters, press releases, and website content -- checking for errors or suggesting quality improvements.
- Composing a weekly listing of new and upcoming events for list-based calendars and sending to contacts
- Generate Facebook events for all events and assign to appropriate hosts and co-hosts, groups and pages
- Using Hootsuite, assist with scheduling posts on varied platforms for each week
- Compile and compose weekly, monthly and quarterly e-blasts for Alpenglow Arts Alliance, WCA and RCS (Mail Chimp platform)
- Verify and update external special event websites (Wix.com platform) as-needed.
- Assist in the updating of the RCS/Sherbino, 610 and WCA Websites as-needed (Wordpress)

2. Promotion Assistant

- Assist with ensuring distribution of posters and handouts as-needed.
- Assist with distribution of press releases as-needed
- Assist with social media promotion among peers as-needed

3. Reception

- To be the primary point of contact for phone and in-person inquiries at The 610 Arts Collective, including helping with ticket sales and class registrations.
- To be the primary point of contact for gallery customers and sales at the 610 Arts Collective.
- To be the primary point of contact for in-person visitors seeking an appointment with staff.
- To respond to inquiries quickly during business hours

4. Gallery Inventory & Artist Contract Management

- Management of Gallery contracts, gallery pricing and inventory tracking
- Assist with retail displays including the hanging and labeling of gallery exhibitions

5. Special Events -

- Assist, as-needed with the admin and coordination of special events, fundraisers and major performances. Special events are generally “all-hands-on deck” and this position may be called upon to be in a support or leadership role at or before events (which may occur on a weekend or during an evening hour).

6. Administrative Assistant-

- Provide daily support for the Executive and Programming Directors.
- Assist with preparing support materials for specific grant requirements and board and executive teams.
- Assist with preparing program materials such as printed show programs, sponsor ads and pre-event slideshows.
- Assist with the management of donor records and donor communications.
- Assist with communications and organization for special events. Assist with the coordination of calls for volunteers for events. Assist with the processing of daily mail and deliveries. Assist with weekly assembly of bills due and revenues to be deposited. Assist with communications to registered students and follow up with student surveys. Assistance with required grant-tracking demographic and use data.

JOB SPECIFICATIONS
KNOWLEDGE/SKILLS
AND EXPERIENCE

Skill Set:

- Expert online comprehension and proven professional use across multiple social, website & e-newsletter databases
- Willingness and ability to learn new platforms.
- Excellent professional & travel writing (tone-based) written communication
- Willingness to call & follow up in a timely manner for information
- Confidentiality and professionalism in using private or user-owned/use-limited online assets & communication channels (this position will have access to multiple WCA/RCS controlled assets and back-of-house login’s, and we need assurance that login information will be secure and appropriately used)
- Excellent Time Management Skills
- Superior verbal and communication skills
- Strong ability to perform and prioritize multiple tasks
- Must be a motivated, scrappy, self-starter who knows how to get things done

Qualifications:

- Demonstrates leadership ability in management of multiple projects and item lists.
- Excellent oral communication skills.
- Personable and organized.
- Able to work independently and in close coordination with the Directors and others.
- Time management skills and ability to prioritize and meet deadlines

Experience

Preferred: Background in administration and/or the management of simultaneous events.

On the Job Training

Minimum of 1 month but can take up to 6 months due to seasonal change and needs. Needs to adjust new learning situations as they arise.
Must be willing to participate in background checks through the Colorado Bureau of Investigation.

Equipment Utilized

Computer, cell phone, printer, copy machine, Square cash register and/or point of sale and digital credit card system, etc

Software Utilized

Strong knowledge of Microsoft Office Suite (including Word, Excel, Publisher) and the Google products that mimic Office Suite necessary. Proficient knowledge of photo editing software such as Photoshop. Basic use of simple design programs such as Canva. Regular use of Gmail and Google products, Mail Chimp, Facebook, Wordpress, Signup.com, SurveyMonkey, Doodle Poll, Hootsuite, Instagram, Zapplication, online calendar entry systems and more. Some HTML knowledge is useful.

WORKING
CONDITIONS

Works primarily in an office environment (appx 30-35 hours/week) and at-times, during programs. In some instances, may be working in outdoor spaces and alternate venues for special events. Outside of the office, it may require hard physical activity associated with event and production set-up and take-down. Most of the day in-office is spent sitting. Office space can be loud due to the nature of the organizations. May be long periods of standing and bending at special events. May be asked to perform moderate lifting and carrying as needed. By nature of working for two organizations, will be expected to work with portable workstations and devices on a regular basis.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

APPROVAL SIGNATURES

Employee's Supervisor

Date

Employee's Manager

Date

SPECIFIC DUTIES

weehawken/ridgway chautauqua society

Weekly

List new events on Google calendars, local online calendars including:

- Ouray County Community Calendar
- KVNF Calendar
- Montrose Daily Press calendar
- Spingo calendar
- Eventful calendar

Email "brief" to non-online calendars at:

- KOTO
- KURA
- Cherry Creek Media
- Telluride Watch/Telluride News
- Ouray News
- If larger events, add to calendars in:
 - Colorado.com
 - Grand Junction news outlets
 - Moab, UT news outlets
 - Durango news outlets
 - Gunnison/Crested Butte news outlets
 - Denver, CO (esp: Westword)
 - Santa Fe, NM news outlets

Make Facebook Events for all events

Create Instagram posts to promote the gallery space, artists, and new inventory in the gallery

Fridays: Compile events and send info to build RACC e-blast

Fridays: Create weekly Alpenglow e-blast & send to directors for approval before day's end

E-newsletter Highlighted Event Content for upcoming week or month for WCA and RCS

Ouray County Community Calendar - make sure the Community Calendar reflects all appropriate RCS/WCA events listed in the Plaindealer & Watch, on Facebook, on the Alpenglow Gmail event calendar and any public Gmail calendar events

Quarterly:

- Weehawken Newsletter Composition and article collection with direction from ED/Board
- Sherbino Newsletter Composition and article collection with direction from ED/Board

3 times a year:

Add all new dance classes with registration links and descriptions to Google calendars

As-Needed:

- Help with posters
- Help with special events

Additional Calendar Resources when appropriate

- General Events - in all categories above
 - 5280
 - AAA Encompass
 - ColoradoLife Magazine

- Mountain Town Magazine
- YellowScene
- 303 Magazine
- Westword
- Durango Herald
- Colorado.com
- ColoradoInfo.com
- Go-Colorado.com
- MBC Grand Radio
- KURA
- MountainChill
- KVNF
- CPR.org / OpenAirCPR.org
- KOTO
- High Country News
- Outdoor Recreation
 - Outdoor Colorado
 - OutThereColorado.com
 - RootsRated.com
 - OutdoorProject.com
 - Elevation Outdoors
 - Mile High Sports
- Food & Beverage Events
 - Edible San Juans
 - Thirst Colorado
- Arts & Culture
 - Colorado Music Buzz
- History & Heritage
 - True West Magazine
- Health & Wellness
 - Yoga Journal

Bi-Annually:

- Seasonal Event Calendars for Regional Publications
 - Plaindealer Summer & Winter Guides
 - Watch Summer & Winter Adventure Guides
 - Durango Herald Summer & Winter Adventure Guides
 - Grand Junction Sentinel Summer & Winter Guides
 - Moab Summer & Winter Guides