ADMINISTRATIVE ASSISTANT
ABERDEEN AREA ARTS COUNCIL

POSITION DESCRIPTION:
The Aberdeen Area Arts Council (AAAC) is looking to fill an Administrative Assistant position, offering 15-20 hours a week with an hourly rate of $15.00 - $17.00 DOE. The AAAC business hours are 9:00am – 4:00pm. Some weekends and evenings are required contingent on scheduled programming. This position provides various administrative support for the Executive Director of the AAAC.

ESSENTIAL RESPONSIBILITIES:
The Administrative Assistant duties and responsibilities include:

• Serve as secretary for the Board of Directors. Attend the board meetings, record the minutes and prepare them to be a permanent record of the works of the AAAC
• Develop and distribute print and media publications as directed by the AAAC Board, may include newsletters, event programs and correspondence with AAAC Board and membership
• Maintain and provide basic income/expense reports
• Assist with membership campaign and maintain AAAC membership list
• Arrange logistics and host AAAC projects and events as approved by the AAAC Board
• Promote the arts through development of publications, participation in community art-related initiatives, maintenance of the AAAC Web site and social media
• Assist the AAAC Board members in fund raising through local fund drives, ticket sales, grant writing, and major donor solicitations
• Coordinate & supervise volunteers in supporting activities sponsored by the AAAC
• Maintain a positive working relationship with regional arts organizations

MANAGEMENT RESPONSIBILITIES:

• Coordinate the work of volunteers to support activities sponsored by the AAAC
• Create and manage social media content

EDUCATIONAL/EXPERIENCE REQUIREMENTS:

• Experience with creating content on various social media platforms
• Experience with office management
• Valid Driver’s license required

SKILLS AND ABILITIES:

• Ability to work with the public in a professional manner
• Ability to organize office operations
• Effective oral and written communication skills, attention to detail
• Proficiency with Microsoft Word, Excel, and social media platforms

PREFERRED/RECOMMENDED QUALIFICATIONS:

• Wordpress
• Quick Books
• Art Advocacy
• Experience with Adobe Photoshop and Adobe Acrobat

PHYSICAL DEMANDS:

• A wide range of physical activity is required such as walking, bending, crouching and stooping
• Climbing stairs and ladders
• Lifting equipment up to 50 lbs
• Sitting for long periods of time at events
• Good audio and visual acuity are necessary
• Pushing or moving equipment and displays

ENVIRONMENTAL CONDITIONS:

• Work environment will be mostly indoors in offices and performance venues, but supporting outdoor events during summer months also is required
• Some vehicle driving/traveling will be necessary
• Moving and loading equipment and materials indoors, outdoors and into vehicles will be necessary

ORGANIZATIONAL RELATIONSHIPS:

• This position reports to the Executive Director of the AAAC

Please send your cover letter and resume to arts council@nvc.net