



JOB DESCRIPTION: Administrative Assistant
STATUS: Part-time, 25-29 hours weekly. Non-exempt position.
REPORTS TO: Executive Director
LOCATION: Carroll Arts Center at 91 West Main Street, Westminster, MD 21157
COMPENSATION: \$21/hour
STARTS: October 2024

BACKGROUND: At the Carroll County Arts Council (CCAC), our mission is to strengthen and enrich Carroll County, culturally and economically, by promoting the Arts, arts education, and diverse cultural expression. Through innovative programming, community collaboration, and active facilitation, we strive to integrate the arts into the everyday lives of the community. Guided by our shared team values, we create a work environment that allows us to perform at our best, individually and as a team. When we are grounded in our values of trust, camaraderie, accountability and creativity, we fuel our capacity to fulfill our promise to enrich the community.

POSITION SUMMARY: The Administrative Assistant acts as the first point of contact for patron services and is responsible for supporting the Executive Director and department coordinators with administrative functions.

SCHEDULE:

- Set schedule with required variations for special events, fundraisers, or organizational support that may include late evenings or weekends.
- Monday 10:00am-4:30pm, Wednesday and Friday 11:30am-4:30pm, Tuesday and Thursday 2:30pm-7:30pm.

EXPECTATIONS OF EMPLOYEE:

- Adheres to CCAC policies and procedures
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor
- Demonstrates flexibility and efficient time management, with ability to prioritize
- Consistently reports to work on time prepared to perform duties of position
- Maintains confidentiality as it relates to the task at hand

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Patron Services**
 - Greet onsite visitors with a friendly and professional image
 - Sell gallery work or gift shop merchandise
 - Answer incoming telephone calls, assist when applicable, or forward to the appropriate department
 - Sell and process ticket sales for Arts Center events, rentals, and community groups
 - Process memberships, including renewal reminders and acknowledgements
 - Process donation payments and acknowledgements
 - Assist in processing camp, class, or workshop registrations
 - Manage the organization’s box office email account
- **Administrative Support**
 - Assist the Visual Arts Coordinator with gallery labels and vendor inventory
 - Assist the Marketing Coordinator with quarterly newsletter and specialty bulk mailing labels
 - Assist the Operations Coordinator with office, janitorial, and concessions supply orders
 - Assist the Operations Coordinator with phone and cleaning company schedule
 - Assist the Executive Director with meeting preparations, including but not limited to printing packets and setting up tables
- **Shared Duties**
 - Assist with organizational fundraisers and specialty events including but not limited to PEEPshow, Art in the Park, Taneytown Artisan Fest, and Festival of Wreaths
 - Provide general pre-event introductions to patrons
 - Train volunteers at events and assist in their duties as necessary
 - Maintain order and cleanliness of the facility
 - Copy, file, and general office organization

MINIMUM REQUIREMENTS

- 21 years of age or older
- Proficiency with Microsoft Office products including Word, Excel, Outlook, and Teams
- Ability to work both independently and as part of a team
- Ability to pay attention to detail and follow written procedures
- Ability to solve problems of a difficult procedural, organizational, administrative, or technical nature
- Ability to listen actively and respond to inquiries or concerns to comprehend and assess needs
- Three years of administrative support and/or customer service
- Requires criminal background check as condition of employment

PREFERRED QUALIFICATIONS

- Background or experience in live events, arts and entertainment, or with non-profits preferable
- Tech savvy or ability/willingness to learn software
- High school diploma or general education diploma

COMPENSATION AND BENEFITS:

- \$21 Hourly
- 14 Paid Holidays: Hourly non-exempt employees become eligible after they have been active with the company for three months. To ensure fair holiday compensation for Regular Part-time employees, regardless of their work schedule, they will be paid their normal hourly rate for a total of 4 hours on each holiday, regardless of whether the employee would have been scheduled to work that day.
- Bi-weekly PTO accrual
- 3% Simple IRA match after 90 days
- 25% Employee discount on merchandise, gallery work, rentals, and class registration.

WORK ENVIRONMENT/PHYSICAL DEMANDS

This position requires the ability to use a computer and office software, as well as office equipment traditionally found in office settings.

It also requires the ability to

- Lift up-to 20 lbs.
- Communicate frequently and effectively with other CCAC Staff, Board, and CCAC members, visitors, and callers.
- Quickly and effectively adjust focus between multiple priorities, demands, audiences, and responsibilities.

APPLICATION PROCESS

The Carroll County Arts Council embraces diversity and equal opportunity in a meaningful way. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We believe that inclusion drives innovation and allows employees to do their best work.

It is our policy to provide equal employment opportunity (EEO) to all persons regardless of age, marital status, family status, sex (including pregnancy, childbirth, and related medical conditions), race, color, ancestry or national origin, citizenship status, ethnicity, sexual orientation, gender identity, disability (physical or mental), genetic information, or political or religious opinion or affiliation.

Please send a thoughtful cover letter and resume to Stephen Strosnider at stephen@carrollcountyartscouncil.org. Applications will be reviewed on a rolling basis and accepted until the position is filled. For more information about CCAC, please visit our website at www.carrollcountyartscouncil.org.