

CITY OF MARQUETTE

Job Description

POSITION TITLE: Administrative Assistant-Arts & Culture

REPORTS TO: Community Services Manager- Arts and Culture

EFFECTIVE DATE: October 1, 2015

JOB CLASS CODE: Part-Time / Non-exempt

JOB SUMMARY

Working under the supervision of the Community Services Manager, this position will supervise the day to day administrative operations. In addition, this position will interface with and assist artists, partners and community members.

ESSENTIAL DUTIES

This position provides administrative support to the Community Services Manager-Arts and Culture. Assists in coordinating a wide variety of activities to meet established deadlines. An employee in this position may be called upon to do any or all of the following:

- Provide routine administrative support to office staff and clients.
- Provides courteous and routine information to the general public and visitors.
- Answers telephone, routes callers, and takes messages.
- Assist the Senior Center Coordinator with all aspects of the Senior Arts Program.
- Organize and maintain the Master Schedule including rental, room-use, and workshop schedule.
- Assist in gallery inventory management; receiving and tracking of submitted/sold artwork.
- Prepare check requests and process all billing and appropriate paper work including artist sales, rentals and other services.
- Assist staff with gallery inventory management and scheduling gallery exhibits.
- Assist with the planning, coordination and promotion of events, programs, workshops and exhibits in both the community and the Arts and Culture office
- Prepare agenda and distribute minutes for the Arts & Culture Advisory Committee.
- Assist with issuing appropriate public relations material including press releases, web, Channel 191, social media updates, newsletters, brochures, and posters.
- Assist with writing and administering grants.
- Assist with volunteer support and coordination.

NON-ESSENTIAL DUTIES

Performs other related duties as assigned.

MATERIALS AND EQUIPMENT USED

Ability to use basic office machinery including calculator, telephones, and computers. Computer based graphics application experience essential for development of promotional material.

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MINIMUM QUALIFICATIONS REQUIRED

- Bachelor's degree in marketing or arts administration, business, public relations or related field preferred.
- Skill in maintaining effective working relationships with public officials, advisory committees, community organizations, the general public and youth groups.
- Experience in writing and administering grants for non-profit organizations.
- Demonstrated skill with word processing, including Microsoft Office Suite with Publisher, Access and Photoshop. Experience in graphics and page layout preferred.
- Previous administrative experience required.
- A high degree of organization, facilitation, and collaborative skills required. Ability to multi-task and meet deadlines.
- Experience in recruiting, scheduling and coordinating volunteers for community events.
- Knowledge of artistic disciplines and materials.
- Ability to type 45 words per minute. Good grammatical, proofreading and composition skills required.
- Valid Michigan driver's license.

PHYSICAL DEMANDS

- Lifting 30 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 20 lbs.
- Occasional standing, walking, sitting and driving.
- Must be capable of using hand/feet for repetitive single grasping, fine manipulation.
- Occasional bending, twisting, squatting, climbing and reaching.
- Occasional twisting and climbing.
- Ability to communicate orally in a clear manner.
- Ability to distinguish sounds at various frequencies and volumes.
- Ability to distinguish people or objects at varied distances under a variety of light conditions.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

Approved by:

Director of Administrative Services

Director of Community Services