



Duluth Art Institute
Administration and Engagement Assistant
(Duluth Art Institute Depot Location)
506 West Michigan Street
Duluth, MN 55802

Job Description

The position of **Administration and Engagement Assistant** requires a combination of administrative and people-oriented skills. Clear writing, technical knowledge of computers, and social media experience is required. The responsibilities include clerical and database management, assisting with fundraising, development, special events, and marketing.

Supervision:

Works under the guidance of the Executive Director and in partnership with the Community Engagement and Development Manager.

Work Schedule and Compensation:

20 to 30 hours per week — Monday through Friday primarily during DAI Business Office hours
\$12 per hour

Please note Events often take place after 5 p.m. and on weekends. Administration and Engagement Assistant must be flexible in work schedule.

Duties and responsibilities include the following:

Provide clerical services for the organization including but not limited to:

- Mailings
- Database management
- Scheduling
- Maintaining files kept in the central office including participation numbers/archives
- Answer telephone and relay messages
- Maintain office procedures
- Coordinate office and special event volunteers
- Update digital calendars with events and classes
- Do all preparation for bookkeeping including preparing and organizing invoices, statements, check requests and filing
- Process incoming payments and bank deposits
- Process member letters
- Register students for classes
- Handle RSVPs, reservations, and data management for events as needed
- Work with Community Engagement and Development Manager on member communications
- Work with Executive Director on donor and sponsor development
- Work closely with Community Engagement and Development Manager on PR and marketing materials
- Other duties as assigned

Professional Qualifications:

Education and Experience:

- Exceptional communication skills
- Minimum three years of experience in communications.
- Bachelor's degree from a four-year college or university; or four to six years related experience and/or training; or an equivalent combination of education and experience
- Technical knowledge of computers and software including Microsoft office and Adobe Creative Suite
- Highly detail-oriented and organized with ability to handle multiple projects, assess workload and schedule time appropriately
- Social Media skills and knowledge
- Interest in the arts and ability to work well with people
- Graphic design and copy writing experience is desired

Skills and Abilities:

- Develops and self-manages timelines and task lists leading up to events.
- Results and Deadline-Driven: Makes timely decisions and takes action. Utilizes resources to achieve outcomes that best serve the organization. Resolves barriers and obstacles that impede progress. Meets agreed-upon deadlines.
- Adaptable: Effectively copes with ambiguity. Able to work in a flexible institution
- Collaborative: Supports team efforts by convening and engaging others. Respects the perspectives of others with different backgrounds, experiences, and priorities. Mobilizes the interest and commitment of people to gain buy-in, secure cooperation, adjust agendas, and sustain action while maintaining and nurturing important relationships. Desires and applies constructive feedback.
- Effective Communicator: Has excellent verbal and written communication skills. Clearly expresses ideas. Adjusts communications to fit the audience. Keeps others regularly informed of objectives and progress towards goals.
- Ability to work with interruptions is a must.
- Social Justice and Equity lens awareness
- Graphic design and copy writing experience is desired
- Understanding of non-profits is desired

Physical demands and work environment:

- The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Some standing, walking, bending, reaching, frequent use of hands, stooping and light lifting (at least 10 pounds) is needed.
- The noise level in the work environment is usually moderate.

To Apply:

Submit cover letter and resume to: cwoods@duluthartinstitute.org

Subject line: Admin/Engagement Assistant

Deadline: Open until filled

Tentative Hire Date: Jan. 25, 2021

If you prefer to mail your information, please send to:

Duluth Art Institute
Atten: Christina Woods
506 West Michigan Street
Duluth, MN 55802

About the DAI:

The Duluth Art Institute is committed to the principle of diversity and inclusion. We encourage applications from a broad spectrum of people, including BIPOC, veterans, and individuals with disabilities.

The Duluth Art Institute's mission is to enhance daily life with dynamic, innovative arts programming that upholds excellence and promotes inclusive community participation.

Inquiries send to cwoods@duluthartinstitute.org