

**Administration and Engagement Assistant
(Duluth Art Institute Depot Location)**

506 West Michigan Street
Duluth, MN 55802

Come be part of the Duluth Art Institute's legacy and future! We are excited to offer an opportunity for you to support the mission of the DAI through the day-to-day operations. You will oversee and coordinate essential operations of the front office, support artists, patrons, and art lovers in the region. You will have access to the many amenities of the DAI. This is an opportunity not to miss!

20 to 30 hours per week
Monday through Friday

Reports to the DAI Executive Director, works closely with Executive Director and Community Engagement and Development Manager.

The position of Program 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.

If you have a deep, inherent love of art come join us!

Benefits: use of

Darkroom access

35 mm cameras

Ceramic studio shared team shelf

Screen printing studio

Table looms

And

Exclusive access to galleries, exhibitions and local artists

Supervision:

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

Compensation:

\$12/hour or commensurate with experience

Work Schedule:

20 to 30 hours per week

Some events take place after 5pm or on weekends.

Some flexibility in work schedule is needed.

Work hours are mostly working during office hours Tuesday through Friday 12-5

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 Marketing Manager on member communications
- Work with Executive Director on donor and sponsor development
- Work closely with Community Engagement and Marketing Manager on PR and marketing materials
- Other duties as assigned

Qualifications:

Education and Experience:

- Exceptional communication skills
- Minimum three years of experience in 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
- Social Justice and Equity lens awareness
- 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** that exemplifies your professional writing skills and **resume** to:

cwoods@duluthartinstitute.org

Subject line: Admin/Engagement Assistant

Deadline: Open until filled

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

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

The Duluth Art Institute is committed to the principle of diversity and inclusion. We encourage applications from a broad spectrum of people, including but not limited to historically underrepresented cultural or gender identities, 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.