

The following is the job description for this position as well as a sample of specific task lists from each organization.

To apply send:

- Cover Letter
- Resume
- A list of least 3 professional references with contact information

Send digitally to: ashley@weehawkenarts.org

JOB DESCRIPTION

Job Title	Shared Data Entry / Information Specialist for WCA, RCS and Partners		
Supervisor's Title	Executive Directors		
Department	Programs	Status	Hourly. 20-30 hour/week. In office. Designated hours during regular business hours, arranged monthly.
Incumbent's Name	n/a - new position	Starting Wage	\$13-\$15/hour, DOE

ORGANIZATIONAL MISSIONS	<p>The Mission of Weehawken Creative Arts is to provide high-quality arts education and personal growth programs while playing a leadership role in the arts within our communities year round.</p> <p>The Mission of the Ridgway Chautauqua Society is to embody the Chautauqua tradition by producing programs celebrating lifelong learning, the arts, culture and community. Our vision is to exemplify both innovation and history in vibrant community gathering places, advancing the creative and economic vitality of our region.</p> <p>Partner - Ouray Tourism Office's mission is to enhance the economic vitality of Ouray by connecting visitors with authentic experiences and promoting respect for our community values, history and environment with a vision of the to develop and uphold Ouray as a world-class, sustainable mountain destination.</p>
ABOUT	<p>The person in this position is responsible for data entry and content assistance for Weehawken Creative Arts, Ridgway Chautauqua Society (Sherbino Theater), and up to several other local non-profits. This position may at times also extend to gallery and phone sales if needed. This position will be hourly and in-office, with set office hour schedule. Computer and workstation will be provided.</p>
POSITION PURPOSE	<p>To be a key player in ensuring promotions and communications of WCA, RCS and designated partners programs, services and events. To be a key player in the positive and increased development and recruitment of new members, donors, underwriters and supporters for both operational (program) and capital campaign (venue) causes via enhanced communications efforts. Due to the nature of the shared staffing arrangement with these organizations, to be a public ambassador for WCA/RCS and deignated partner programs and services as well as an ambassador for the the cooperative arrangement between the two organizations.</p>
ESSENTIAL DUTIES	<ol style="list-style-type: none"> <u>Events Content Assistant</u> <ul style="list-style-type: none"> Entering ALL events in internal and external Google calendar platforms Entering ALL events in local, regional and state digital submission calendar systems Provide content review of posters, press releases, and website content -- checking for errors or suggesting quality improvements. Composing a weekly listing of new and upcoming events for list-based calendars and sending to contacts Generate Facebook events for all events and assign to appropriate hosts and co-hosts, goups and pages

- Using Hootsuite, assist with scheduling posts on varied platforms for each week
 - Compile and compose weekly, monthly and quarterly e-blasts for Alpenglow Arts Alliance, WCA, RCS and Designated partners (create-send platform)
 - Verify and update external special event websites (Wix.com platform) as-needed.
2. Promotion Assistant
 - Assist with ensuring distribution of posters and handouts as-needed.
 - Assist with distribution of press releases as-needed
 3. Reception
 - To assist with phone and email inquiries when needed.
 - To assist with in-person inquiries and gallery customers and sales when needed.
 - To respond to inquiries quickly during business hours
 4. Special Events - Assist, as-needed with special events, fundraisers and major performances. Special events are generally “all-hands-on deck” and all staff may be called upon to be in a support or leadership role at events and should expect to be present during special events.
 5. Executive Assistant- Provide daily support for the Executive Director regarding relevant reporting. Assist with preparing support materials for specific grant requirements and board and executive teams.

JOB SPECIFICATIONS

KNOWLEDGE/SKILLS
AND EXPERIENCE

Skill Set:

- Expert online comprehension and proven professional use across multiple social, website & e-newsletter databases
- Willingness and ability to learn new platforms.
- Excellent professional & travel writing (tone-based) written communication
- Willingness to call & follow up in a timely manner for information
- Confidentiality and professionalism in using private or user-owned/use-limited online assets & communication channels (this position will have access to multiple Ouray Tourism Office controlled assets and back-of-house login's, and we need assurance that login information will be secure and appropriately used)
- Excellent Time Management Skills
- Superior verbal and communication skills
- Strong ability to perform and prioritize multiple tasks
- Must be a motivated, scrappy, self-starter who knows how to get things done

Qualifications:

- Demonstrates leadership ability in management of multiple projects and item lists.
- Excellent oral communication skills.
- Personable and organized.
- Able to work independently and in close coordination with the Executive Directors and others.
- Time management skills and ability to prioritize and meet deadlines

Experience

Preferred: Background in the arts and/or event management.

On the Job Training

Minimum of 1 month but can take up to 6 months due to seasonal change and needs. Needs to adjust new learning situations as they arise.

Must be willing to participate in background check through Colorado Bureau of Investigation.

Equipment Utilized

Computer, cell phone, printer, copy machine, cash register and/or point of sale and digital credit card system, Sherbino audio/visual equipment, multi-channel sound board for stage production, stage lighting and light board, cell phone, etc

Software Utilized

Strong knowledge of Microsoft Office Suite (including Word, Excel, Publisher) and the Google products that mimic Office Suite necessary. Proficient knowledge of photo editing software such as Photoshop. Basic use of simple design programs such as Canva. Regular use of Gmail and Google products, Facebook, Wordpress/Joomla, Signup.com, Surveymonkey, Doodle Poll, Hootsuite, Instagram, Twitter, online calendar entry systems and more. HTML knowledge useful.

WORKING CONDITIONS

Works primarily in office environment (appx 20-30 hours/week) and at-times, during programs. In some instances, may be working in outdoor spaces and alternate venues for special events. Outside of the office, may require hard physical activity associated with event and production set-up and take-down. Most of the day in-office is spent sitting. Office space can be loud due to the nature of the organizations.. May be long periods of standing and bending at special events. May be asked perform moderate lifting and carrying as needed. By nature of working for at least two organizations, will be expected to work with portable work stations and devices on a regular basis.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

APPROVAL SIGNATURES

Employee's Supervisor

Date

Employee's Manager

Date

SPECIFIC DUTIES PER ORGANIZATION

weehawken/ridgway chautauqua society

Weekly

List new events on Google calendars, local online calendars including:

- Ouray County Community Calendar
- KVNF Calendar
- Montrose Daily Press calendar
- Spingo calendar
- Eventful calendar

Email "brief" to non-online calendars at:

- KOTO
- KURA
- Cherry Creek Media
- Telluride Watch/Telluride News
- Ouray News
- If larger events, add to calendars in:
 - Colorado.com
 - Grand Junction news outlets
 - Moab, UT news outlets
 - Durango news outlets
 - Gunnison/Crested Butte news outlets
 - Denver, CO (esp: Westword)
 - Santa Fe, NM news outlets

Make Facebook Events for all events

Fridays: Compile events and send info to build RACC e-blast and Alpenglow e-blast

Monthly:

- E-newsletter Highlighted Event Content for upcoming month for WCA and RCS

Quarterly:

- Weehawken Newsletter Composition and article collection with direction from ED/Board
- Sherbino Newsletter Composition and article collection with direction from ED/Board

3 times a year:

Add all new dance classes with registration links and descriptions to Google calendars

As-Needed:

- Help with posters
- Help with special events
- Help with reception and sales

Events Content Assistant for OTO

Ouray Tourism Office (guessing around 5-10 hours per week for the usual work, might be more for big update weeks & content writing weeks)

Weekly Updates:

- Monday - Tuesday:
 - Facebook / Twitter / Instagram (only for big events with excellent photography)
 - On Facebook do a 2-week ahead search for events in both Ouray, CO and Ridgway, CO
 - Share weekly Alpenglow events newsletter as Monday post on @OurayCO and @OurayMusicSeries
 - Share all local events from Ouray Tourism Office members (and other major highlight events) to the OurayCO Facebook page - on the events page. Set up event highlight posts for the key upcoming events, schedule to share on FB and Twitter (@Ouray_CO). Major events with great photo content and engagement - like Ouray Ice Fest, Ridgway Rendezvous, etc.) - share to Twitter with representative image from Crowdriff
 - For all music & Alpenglow events - share them to @OurayMusicSeries
 - For all regionally-focused events (highlighted events, history, food, major music, outdoor recreation, health & wellness, etc.) - share to @MountainsandMesasTravelRegion and @AlpineLoopRanger
 - Google Calendar - will need to make sure Ouray perennial events are on Google & listed as public
 - Ouray County Community Calendar - make sure the Community Calendar reflects all appropriate events listed in the Plaindealer & Watch, on Facebook, on the Alpenglow Gmail event calendar and any public Gmail calendar events
 - OurayColorado.com - after community calendar updates have been made, make sure the OurayColorado.com calendar has refreshed from the Ouray Community Calendar (process on ouraycolorado.com/administrator Joomla platform)
- Tuesday (before 5:00 PM)
 - Send weekly events listings to (may be email or online) via ouraychamber@gmail.com:
 - Ouray Plaindealer
 - The Watch Newspaper
- Wednesday p.m. / Thursday a.m.
 - Ouray Tourism Office weekly events email
 - Create the weekly events email that will go out on Thursday of each week with upcoming week's events
 - Events must have: Date, Title, Time, Location, Description/Price. Title should be hyperlinked to official event website as identified on Alpenglow Event Calendar, Ouray Community Calendar or Facebook event listing
 - This will also be used by Ouray Visitor's Center staff to build the events listings onto the VC displays and lists for weekend/upcoming week use

Monthly:

- E-newsletter Highlighted Event Content for upcoming month
 - Get big community events and write e-newsletter & website blog content (around 150-250 words per event) for major events in the upcoming months (this will always be writing forward from the current month - so at the beginning of January you would be writing about February events) - ideal split will be events reflecting the following categories:
 - History & Heritage
 - Health & Wellness
 - Outdoor Recreation
 - Arts & Culture
 - Food & Craft Beverage Culture
 - Family Friendly (just put a tag on this if it's great for families/kids)
 - Send e-newsletter content to Kat to include in monthly e-newsletter
 - Send blog content to Kat to include on OurayColorado.com and in membership blog posts
 - Choose events & Crowdriff photos for monthly ad for The Watch Underwriting - send to Kat
 - Update Major Website, Radio & Publication Calendars (this will all be for current & upcoming months, depending on publication, highlight major & perennial community events only)
 - General Events - in all categories above
 - 5280
 - AAA Encompass
 - ColoradoLife Magazine
 - Mountain Town Magazine
 - YellowScene
 - 303 Magazine
 - Westword
 - Durango Herald
 - Colorado.com
 - ColoradoInfo.com
 - Go-Colorado.com
 - MBC Grand Radio
 - KURA
 - MountainChill
 - KVNF
 - CPR.org / OpenAirCPR.org
 - KOTO
 - High Country News
 - Outdoor Recreation
 - Outdoor Colorado
 - OutThereColorado.com
 - RootsRated.com

- OutdoorProject.com
- Elevation Outdoors
- Mile High Sports
- Food & Beverage Events
 - Edible San Juans
 - Thirst Colorado
- Arts & Culture
 - Colorado Music Buzz
- History & Heritage
 - True West Magazine
- Health & Wellness
 - Yoga Journal

Bi-Annually:

- Seasonal Event Calendars for Regional Publications
 - Plaindealer Summer & Winter Guides
 - Watch Summer & Winter Adventure Guides
 - Durango Herald Summer & Winter Adventure Guides
 - Grand Junction Sentinel Summer & Winter Guides
 - Moab Summer & Winter Guides
- Regional Visitor's Center Event Distributions (written/emailed piece with content & Ouray County event websites)
- WinterFest assistance (will need to build & publish between October/early November, may include committee & community outreach in August/September)
 - Assistance with pulling events associated with the WinterFest holiday season (Thanksgiving - Ice Fest)
 - Write events content associated with WinterFest for website, press-releases & blog content
 - Assist in creating WinterFest poster
 - Update weekly business postings to OTO members, newspaper and radio ads, as contracted

Annually:

- Ouray-Ridgway Visitor's Guide Annual Event Listing & assistance with showcase event content/details
- Annual, major, perennial seasonal events content with photos (pull / request from Crowdriff assets or request from event organization directly) - distribute to Kat & Heidi for seasonal press releases and website content
 - Organize by season first & then the following categories in each season
 - Winter (November-April), Spring (May-June), Summer (July-August), Fall (September-October)
 - History & Heritage
 - Health & Wellness
 - Outdoor Recreation
 - Arts & Culture
 - Food & Craft Beverage Culture
 - Family Friendly (OK to have crossover/duplication here)
 - Holiday Events (OK to have crossover/duplication here)