

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 2 professional references with contact information

Send digitally to: [ashley@weehawkenarts.org](mailto:ashley@weehawkenarts.org)

## ***JOB DESCRIPTION***

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Job Title	<b>Shared Gallery Coordinator, Reception and Administrative Assistant for Weehawken Creative Arts and the Ridgway Chautauqua Society</b>		
Supervisor's Title	Executive Director		
Department	Programs, Admin	Status	Salary. <u>25 hour/week</u> . In the office. 10 am - 3 pm, Tuesday-Saturday
Incumbent's Name	Claudia Brauer	<u>Starting Wage</u>	\$20,500 with set paid days off

ORGANIZATIONAL  
MISSIONS  
& BACKGROUND

**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.** Weehawken offers and coordinates over 200 classes and courses for adults and youth in Ouray County and surrounding communities annually. Some WCA programming culminates in public performances with ticket management. Some programming includes the management and sale of merchandise including a gallery shop and dancewear. Weehawken also produces several major fundraiser events including two major arts festivals, a fun-run, art-based contests and more.

**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. The RCS owns and operates the Sherbino Theater and the 610 Arts Collective. The Sherbino sees over 600 uses a year and runs over 140 public programs annually. The 610 Arts Collective offers 10+ arts exhibitions and receptions annually, including community open exhibitions.

POSITION PURPOSE

**This person will be a primary in-office voice and face of both Weehawken Creative Arts and the Ridgway Chautauqua Society. They will primarily manage and manage the gallery space (retail - sales, inventory, displays) and will also register students, sell tickets, and ensure customer loyalty through excellent customer service. Further, this position will serve an important role in assisting the Executive and Programming Directors with administrative functions including donor management, special event organization and coordination and more.**

Due to the nature of the shared staffing arrangement with these organizations, to be a public ambassador for WCA/RCS programs and services as well as an ambassador for the cooperative arrangement between the two organizations.

This position will be hourly and in-office, paid once-monthly. This position has a set office hour schedule. Computer and workstation will be provided. Anticipated weekday Office Hours should be 10 am - 3 pm, Tuesday - Saturday.

Closed Dates (paid):

- January 1
- Spring Break (coinciding with Ridgway school calendar)
- July 4
- Weds - Saturday of Thanksgiving week
- Dec 25-Dec 31

ESSENTIAL DUTIES

1. Gallery Inventory & Artist Contract Management
  - Management of Gallery contracts, gallery pricing and inventory tracking
  - Assist with retail displays including the hanging and labeling of gallery exhibitions
2. Reception/Sales

- To be the primary point of contact for phone and in-person inquiries at The 610 Arts Collective, including helping with ticket inquiries and class registrations.
- To be the primary point of contact for gallery customers and sales at the 610 Arts Collective.
- To be the primary point of contact for in-person visitors seeking an appointment with staff.
- To respond to inquiries quickly during business hours

3. Promotion Assistant

- Assist with ensuring distribution of posters and handouts as-needed.

5. Special Events - (estimated 6-8 hours a month)

- Assist, as-needed with the admin/office coordination of special events, fundraisers and major performances. Occasionally may be asked to help with events when/if willing (with regular office hours reduced due to that exchange.)

6. Administrative Assistant-

- Provide daily support for the Executive and Programming Directors.
- Assist with the management of donor records and donor communications.
- Assist with communications and administrative organization for special events.
- Assist with the processing of daily mail and deliveries.
- Assist with weekly assembly of bills due and revenues to be deposited.

**JOB SPECIFICATIONS**  
KNOWLEDGE/SKILLS  
AND EXPERIENCE

**Skill Set:**

- Willingness and ability to learn new platforms.
- Platforms regularly used:
  - Square for Retail
  - Google Office Suite
  - Microsoft Office Suite
  - Neon CRM
  - Active.net class registration software
- Willingness/ability 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 WCA/RCS 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, self-starter who knows how to get things done

**Qualifications:**

- Demonstrates ability to manage multiple projects and item lists.
- Excellent oral communication skills.
- Personable and organized.
- Professional, business-casual appearance
- Able to work independently and in close coordination with the Directors and others.

- Time management skills and ability to prioritize and meet deadlines

#### Experience

Preferred: Background in administration and/or Retail and/or the management of simultaneous tasks.

#### 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 checks through the Colorado Bureau of Investigation.

#### Equipment Utilized

Computer, cell phone, printer, copy machine, Square cash register and/or point of sale and digital credit card system, etc

#### Software Utilized

Strong knowledge of Microsoft Office Suite (including Word, Excel, Publisher) and the Google products that mimic Office Suite necessary. Regular use of Gmail and Google products, Square for Retail, Active.net registration system, Neon CRM.

#### WORKING CONDITIONS

Works primarily in an office/retail environment (25 hours/week). Most of the day in-office is spent sitting. Office space can be loud due to the nature of the organizations. May be asked to perform moderate lifting and carrying as needed. By nature of working for two organizations, will be expected to work with portable workstations 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 \_\_\_\_\_