



9/20/18 – Open until filled

Arts Programs Assistant: The Center has an immediate need for a part-time Arts Programs Assistant. This is an administrative position that acts as a support to the Manager of the Cornelius Arts Center, 19725 Oak Street, Unit 1. Duties include customer service, class registrations, studio management, marketing, gallery installations, event assistance and other administrative tasks as assigned. Pay is hourly and the PT schedule varies depending on season and programs scheduled at the Center.

Job Duties:

- Handle class registrations for the Center’s youth and adult programs by representing the Center professionally in person and over the phone.
- Assist with the development of marketing the Center’s programs including the creation of Constant Contact emails, press releases, postcards, brochures, social media posts and research.
- Assist with gallery installations including painting, hanging art and other gallery tasks.
- Assist with setting up for events and speaking with customers during events.
- Complete art sales and other types of transactions through the Center’s online system.
- Assist in the management of the facility including the organization of the studios, storage areas, front desk and other areas of the building. Inform the manager of any items in the facility that need to be addressed.
- Supervise the building and maintain a professional and safe experience for customers who are inside the building for events, programs and classes.
- Open and close the building following all proper opening and closing procedures.
- Staff the reception desk of the Center and complete other duties as assigned.

Preferred Experience:

- Customer service
- Data entry
- Organization
- Initiative
- Multi-tasking
- Design
- Social media & web design
- Microsoft Word & Publisher
- Photoshop Elements, Excel, Rec1, Constant Contact & Outlook are a plus
- Must be 18 years old or older to apply

To apply, email a resume & cover letter to Mindi Ellison, Arts Center Program Manager, at mellison@cornelius.org. No calls, please.