**SoCo Arts Lab Arts Administrator**

**Job Description**(Temporary Part Time)

**Location** 312 Deale Rd.  Tracys landing, MD 20779

**Mission of the SoCo Arts Lab**

To improve the quality of life in Southern Anne Arundel County by providing an inclusive space where artists and community members come together to make art accessible, nurturing, and thrilling.

**Purpose**

The SoCo Arts Lab has been organized to operate exclusively for charitable and educational purposes, including but not limited to:

* Operating a center for the visual arts to foster connections among artists and with the public, igniting the creative spirit in everyone;
* Providing individual and communal work spaces for artists where artists can create their own work and share the experience with others;
* Serving as an art resource for Southern Anne Arundel residents by conducting educational and cultural programs;
* Collaborating with other local nonprofits to serve the diverse needs of our community; and
* Engaging in all activities that will further and are consistent with the mission of the Lab, including, but not limited to, public cultural performances and exhibits, presentations to groups, panel discussions, publication of literature, public education and public relations.

**POSITION SUMMARY**

Reporting to members of the Art Lab’s Board, the Arts Administrator is responsible for providing overall administrative and operational support to the Art’s Lab. Responsibilities include: board support, scheduling, financial records management, social media, marketing, working with the public, and assisting with special projects as assigned. The Arts Administrator has an integral role in ensuring that office operations run effectively and efficiently. The Arts Lab, is a volunteer run organization located in Tracys Landing, MD. No task is too small as we all understand that all responsibilities get us closer to our mission.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Board Duties:

* Assist in scheduling and communication of board & committee meetings.
* Prepare board packets including collecting information and organizing.
* Provide administrative assistance during board meetings.
* Assist the President of the Board with scheduling meetings as necessary: create zoom links, gather meeting materials, etc.

Administration Duties

* Monitor the Lab’s general email account: fielding inquiries and forwarding them to the appropriate Lab Board Member(s).
* Provide bookkeeping/finance support to the Treasurer of the Board including tracking payments and receipts.
* Organize and implement record management, filing and other administrative tasks.
* Provide basic marketing support, and administrative support for The Lab and its members.
* Assist Board Members in making changes to the Lab’s Website using Wix.
* Maintain contacts database and mailing lists in MailChimp.
* Periodically produce electronic Newsletters, such as member and stakeholder updates, for the Lab using MailChimp, or other applications.
* Manage social media outreach for the Lab.
* May open and close the Lab Studios/Gallery a few days a week.
* Provide support/collaborate with other Board and Lab members on various projects/tasks as needed and requested.
* Other responsibilities as assigned.

**MINIMUM REQUIREMENTS**

* Bachelor’s degree, or work towards a degree in business, management, arts administration, or related field and/or equivalent experience required.
* The ideal candidate will have some experience with administrative or office management.
* Strong problem-solving and time management skills; must be able to prioritize and manage multiple assignments and deadlines within a fast-paced, dynamic environment.
* Effective and professional verbal and written communication skills with the ability to interact with a variety of people at all levels within the organization.
* Proficiency with Microsoft Office Suite and/or knowledge of Mac based software and hardware systems, and the Google Workspace and Calendar.
* Experience using social media such as Facebook as Instagram.
* Excellent interpersonal skills; service oriented.
* Ability to maintain confidential information and documents with discretion.
* Ability to work independently as well as collaborate as part of a team.
* Demonstrated ability and capacity to execute tasks with accuracy, consistency, efficiency, snf attention to detail.

**PREFERRED QUALIFICATIONS**

* Tech savvy with understanding of Quicken; graphic design software such as Canva, online communications and organizational applications such as Google workspace and calendar, MailChimp, Microsoft Office Suite, and social media applications using Wix, etc.
* Background or experience in nonprofit arts & culture and/or interest in the arts helpful.

**ADA SPECIFICATIONS**

* While largely sedentary, this position requires the ability to sit, climb stairs, stand, lift up to 50 lbs., as well as speak, and hear.
* Requires the ability to use a computer and office equipment traditionally found in office settings.

**COVID VACCINATION REQUIREMENT**    
Candidate will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law.

*The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. The Lab’s Board reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*    
**COMPENSATION AND BENEFITS**    
Hiring salary range is $15/hr to $18/hr. The work schedule will vary and the candidate will need to be flexible. Some weekend hours may be required. 

**APPLICATION PROCESS**    
The SoCo Arts Lab is passionate about creating an inclusive workplace that promotes and values diversity. Everyone is welcome. We believe that diversity drives innovation and allows employees to do their best work.  
   
Please send a thoughtful cover letter and resume to Info@socoartslab.org. Applications will be reviewed on a rolling basis and accepted until the position is filled.

*We stand with others for equity and justice and in denouncing racism, intolerance, and exclusion. We are committed to increasing access to our programs and creating an inclusive cultural space that supports the work and ideas of diverse makers and participants.*