

Pay: \$22.50 per hour

Job description:

Willamette Art Center

Head Monitor/Administrative Assistant

We are seeking a part-time Head Monitor/Administrative Assistant to join our small community art center staff. The ideal candidate is efficient, detail-oriented and skilled in developing and maintaining workplace and customer relationships and has a strong ceramics background.

To apply submit a **resume and cover letter** to lisa@willametteartcenter.com. Feel free to contact us with questions at 503-365-3911.

About Our Workplace: The Willamette Art Center is Salem's only community art center for hands-on activities and ceramics. The Willamette Art Center's programming, services and activities revolve around three main areas: art education and promotion, art opportunity and the betterment of the community through art. These services and activities are accomplished by offering exciting classes, workshops and studio workspace, Family Clay Sundays and the Empty Bowls sale to benefit Marion Polk Food Share.

Job Responsibilities:

- Open the studio, set up the till and point of sale system, following the Monitor Handbook opening shift check list.
- Inspect studio for cleanliness and order, clean and mop as needed prior to opening
- Greet and help patrons with questions about clay, equipment, firing and other subjects.
- Sell WAC products and services to patrons upon request.
- Track concerns presented by volunteers and patrons and elevate as appropriate.
- Schedule volunteers for studio monitor shifts, ensuring all shifts are covered.
- Train volunteer monitors on use of the point of sale and student registration system.
- Ensure volunteer monitors perform assigned tasks including cleaning.
- Update monitors on WAC studio and policy changes.
- Communicate with monitors multiple times a week regarding positive reinforcement, observations, needed changes to work processes and schedule updates.
- Schedule and attend monthly monitor functions/gatherings.
- As needed, meet with individual monitors to provide praise, and or correction for performance and or behavior.

- Support the Studio Manager in maintenance of studio equipment, plumbing and firing/unloading kilns.
- Communicate supply and other needs to the Executive Director.
- Clean HEPA filters and sink eliminators on a regular schedule.
- Maintain and update class schedules, post classes and workshop in the WAC's CRM and on website, trouble shoot user problems.
- Provide administrative support to ensure efficient office operations.
- Create and post social media posts.
- Maintain physical and digital filing systems.
- Respond to emails and other correspondence.
- Draft and edit letters, reports, and other documents.
- Operate and maintain office equipment
- Work with maintenance staff and outside vendors to ensure office equipment is in good working order and office supplies are always on hand.
- Compile and summarize information for reports or presentations.
- Work with sensitive information with discretion to maintain confidentiality and security and ensure compliance with privacy policies and regulations.
- Ensure that deadlines are met and adapt to changing priorities.
- Other duties as assigned.

Physical/Mental Requirements

- Strength and Lifting: Must be able to lift 50 lbs.
- Use your hand and arms to lift, push, pull.
- Position requires standing/walking on hard surfaces.
- Computer use on a regular basis.
- Ability to listen and communicate effectively with staff, volunteers and patrons, and effectively resolve conflict as it arises.

Work Hours and Benefits

Job is part-time at 30 hours a week with the possibility of some remote work.

- Access to studio during open studio hours
- Ability to audit one class and one workshop each year
- Extension of monitor benefits (20 percent off clay, classes and workshops)

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Skills

- Digital literacy and research skills, including the ability to analyze the reliability of information

- Familiarity with standard office platforms, such as Microsoft Office and QuickBooks
- Data management and entry skills, including the ability to maintain and improve filing systems
- Accurate record keeping
- Written communication skills
- Time management, multitasking, and flexibility
- Conflict resolution
- Organizational skills
- Accuracy and attention to detail
- Interpersonal skills, professional and courteous demeanor, excellent office and phone etiquette, and the ability to diffuse tense situations
- Kiln operation and maintenance: Loading, firing (electric, gas, raku), programming, vacuuming, shelf maintenance, and basic troubleshooting.
- Equipment proficiency: Operating pottery wheels, slab rollers, pugmills, and power tools.
- Studio safety: Implementing and enforcing safety protocols, handling chemicals (respirators, glasses), and maintaining sink traps.

Preference for applicants with experience in:

- InDesign CS6; Adobe Acrobat Pro
- Word Press
- Canva
- Point of sale systems
- MailChimp/Constant Contact
- Box
- Google Workspace

Education, Experience, and Licensing Requirements:

- High school diploma or equivalent experience, associate's degree a plus
- Knowledge of and experience working in ceramics
- Past administrative experience or tenure in an office setting a plus

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Job Type: Part-time

Experience:

- Customer service: 1 year (Preferred)

Ability to Commute:

- Salem, OR 97302 (Required)

Work Location: In person