

Job Title: Arts Associate

Reports To: Cabarrus Arts Council Operations Director

FLSA Status: Full-time, Non-Exempt



Presenting, promoting and inspiring creativity in our community: The [Cabarrus Arts Council](#) is a non-profit arts organization dedicated to providing a wide variety of diverse cultural programs and supporting the arts across Cabarrus County. The arts council programs and operates the Davis Theatre and The Galleries, conducts one of North Carolina's largest art-in-education programs for both the Cabarrus County and Kannapolis City school systems, supports arts organizations and artists through grants and workshops, and serves as a catalyst and consultant for public and corporate art. The Cabarrus Arts Council is committed to creating a welcoming workplace, proud to be an equal opportunity employer and invites a diverse pool of candidates in this search.

Job Purpose: The Arts Associate is a full-time hourly position that provides administrative, logistical, clerical, customer service and physical assistance to support the arts council's programs and Directors. This position is a member of the support staff team, reports to the Operations Director and is an integral part of the arts council team.

Essential Duties and Responsibilities: The responsibilities of this position will include, but are not limited to

- Implementing and supporting arts council programs and general clerical duties
- Serving as initial contact providing thorough knowledge of the organization and programs to visitors
- Answering telephones, emails and responding to general inquiries from visitors
- Assisting with gallery exhibition installations and entering and tracking inventory
- Leading gallery tours and activities
- Supporting the administration of school programs and Davis Theatre programs
- Processing gallery, ticket and concessions sales
- Coordinating volunteer recruitment, orientations and schedules
- Preparing deposits, data entry and account maintenance in database and other business systems
- Organizing and maintaining office, ordering and planning for office supplies and other product deliveries
- Creating in-house printed materials, researching community arts events and updating arts calendar
- Maintaining communication about building use and needs with facilities staff
- Meeting preparation and special event assistance
- Working with volunteers, children, and the public

Minimum Requirements: Available to work a variable schedule including evenings and frequent weekends; excellent organizational skills with attention to detail; multi-tasking and ability to prioritize; excellent customer service skills; strong communication skills including written, oral and presentation; proficiency in MS Office Suite, Google Suite and the ability to learn new applications quickly; professional interpersonal skills and a positive attitude; proven ability to take direction but also work with minimal direct supervision and manage multiple projects; demonstrated ability to work with people of diverse backgrounds (race, ethnicity, socio-economic); professionalism and ability to work well with a team, volunteers, children and the public; reliable means of transportation; ability to lift up to 40 lbs., climb ladders and use basic tools

Working Conditions / Physical Requirements: This position requires frequent standing, sitting for long periods, walking up to ½ mile, lifting, carrying, kneeling, crawling, pushing/pulling, climbing a 14-foot ladder, balancing, bending, crouching, hearing, twisting, talking. Heavy lifting: Exerting over 40 pounds regularly.

Compensation: Hourly wage: \$17.00. The Cabarrus Arts Council offers generous PTO and paid holidays; optional retirement plan with employer matching contributions; and a lively, creative work environment.

To Apply: Email a cover letter, resume and at least three professional references to Lisa@CabarrusArtsCouncil.org with **Arts Associate Application** in the subject line. Applications will be evaluated in the order they are received, and incomplete applications will not be considered. No phone calls, please.

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of the position given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Fair Labor Standards Act (exempt/non-exempt) is designated by position. The employer actively supports Americans with Disabilities Act and will consider reasonable accommodations.