



## **Arts@302 Administrative Assistant Job Description**

**Position Type:** Full-Time, 40 hours a week

**Reports To:** Executive Director

**Compensation:** \$28,000-\$34,000

**Job Description:** The Administrative Assistant provides administrative support to the Executive Director and core Arts@302 staff through a variety of tasks including but not limited to; managing financial bookkeeping and reports, answering phones, email correspondence, answering questions about classes, special events, rentals, and gift shop/gallery assistance. Tasks will vary day to day and basic technology, writing, editing, and organizational skills are required.

**Expectations of Employee:** • Performs duties as workload necessitates, which will sometimes necessitate being available evenings and weekends. • Maintains a positive and respectful attitude. • Communicates regularly with their supervisor. • Candidates should have some proficiency in computer applications such as Quickbooks and Microsoft Office • Demonstrates flexible and efficient time management and ability to prioritize workload. • Consistently reports to work on time prepared to perform duties of position. • Maintains confidentiality as it relates to the task at hand.

### **Responsibilities:**

1. Provide administrative support to the Executive Director, Arts@302 staff and ArtsOK Board as appropriate.
2. Manage bookkeeping and run financial reports as directed.
3. Answer phone calls, respond to emails, and handle correspondence.
4. Organize, maintain, and update files, records, and documents, contracts, lists and manuals. Prepare reports, presentations, and other business documents.
5. Handle office and art supplies inventory and ordering as needed and run errands as necessary to pick up supplies.
6. Prepare routine correspondence, meeting materials, and other documents including drafting minutes of ArtsOK Board meetings.
7. Other duties as assigned.

In addition to these responsibilities, candidates should have the ability to pay attention to detail and have strong communication skills.