Send all resumes to Director@losalamosartsncouncil.org or info@laac-flac.org

Los Alamos Arts Council- Assistant Executive Director

Salary Range:$38,000- $46,000

The Los Alamos Arts Council is looking for the right person to be the Assistant Executive Director for their ongoing operations at Fuller Lodge Art Center. The successful candidate is organized, flexible, calm under pressure, and able to work both independently and collaboratively. They’re comfortable learning new software and able to diagnose and resolve typical retail problems as they occur. Event planning and program planning experience is crucial. The assistant executive director should be able to understand and execute the executive director’s direction in addition to the board’s vision and mission. Comfort and familiarity with working artists is a valuable asset. While this position is on site at Fuller Lodge Art Center, off site events and activities are expected as well.

The Assistant Director is responsible for assisting the Executive Director in daily operations of the Los Alamos Arts Council including managing, organizing, and executing community-directed cultural programs for the Los Alamos Arts Council and Art Center throughout the year. These include a variety of performances, lectures, events, and fairs. The person in this position will work directly with staff, performers, artists, small businesses, local agencies, and the general public. Working and maintaining procedures and programs in the Education Department of the Fuller Lodge Art Center. Working and maintaining programs in the Gallery and Gift Shop Spaces at Fuller Lodge Art Center

Essential Duties and Functions

- Assist in, organize, and execute the following programs for the Art Center and Los Alamos Arts Council under the direction of the Executive Director:
- **Arts Council Led Family Events** (Kite Festival, Pumpkin Glow, Day of Arts and Culture, seasonal concerts, etc)
- **Arts Council Led Cultural Events** (Daytime Performance Concert Series, Day and Month of Arts and Culture, Art Strolls and studio tours, annual lectures and concerts.
- **Arts and Crafts Fairs** (3-4 annually)
- **Collaborate with Los Alamos Main Street and the Creative District** (Chamberfest, Science fest, Halloweekend, Small Business Saturday, Winterfest, concerts in the square and at Ashley Pond)
- **Outreach Collaborations** (Earth Day, PRIDE, UNM-LA meet and greets)
- Coordinate with other community programs such as the Los Alamos Teen Center, Mesa Public Libraries, PEEC and the Los Alamos Historical Society by bringing cultural programming offerings to outside events.
- **Fuller Lodge Art Center** including exhibits, shows and pop ups, retail events and activities
  - Communicates upcoming events to the public
  - Is available during office hours, 5 days a week, and during weekend events when needed
  - Communicate effectively with large teams and understand workflow with multiple projects ongoing at once
  - Creates and maintains budgets for programs
  - Oversees community based cultural programs and arranges for staff and volunteers adequate to execute functions
  - Maintain accurate records of participation and costs of events
  - Maintains a professional relationship with other cultural services and community outreach programs in Los Alamos County

**Desired Qualifications**
- Bachelor’s Degree in non-profit or related outreach fields or equivalent in field related experience.
- Certifications or equivalent experience in community outreach and service based programming.
- Experience working with non-profits or similar community service organizations
- Strong organizational and problem-solving skills
- Good teamwork skills
- Good communication skills, both written and verbal
- Experience in event planning, community collaborations
- Ability to work within a specified annual budget
- Computer skills
  - Working knowledge of Microsoft Excel and Word
  - Ability to troubleshoot technical issues and work with tech support
  - Comfort learning new software
- New Mexico State Driver’s License
**Availability**
This position requires on site availability at 2132 Central Avenue, AKA, Fuller Lodge Art Center. Due to the event planning nature of our organization, evenings and weekends are required. This is a full time position with some work from home flexibility.

*The ideal candidate lives within a 40 mile radius of Los Alamos County or has plans to relocate to Los Alamos County within the next 6 calendar months*

**Organizational Structure**

- Reports to and works with Executive Director to execute programs and stay within budget
- Collaborates with Gallery Manager on exhibition openings and sign-ups for programs
- Collaborates with Step Up Gallery Manager on programming with Mesa Public Library
- Collaborates with programs assistants and Executive Director on a comprehensive calendar
- Works with the Executive Director to maintain marketing strategies to advertise programs and shop exhibits.

**Los Alamos Arts Council Seasonal/Casual Staff including Casual/Temporary Hourly $15-$16.50 Hourly**

**Job Summary**
Under supervision of the Executive Director, processes sales and transactions and assists customers with purchases. Implements stock control and security procedures, performs routine cash and/or administrative customer transactions, and maintains appropriate records. Interacts with customers to provide information in response to inquiries about processes, products, exhibitions, or services; handle and resolve complaints; or refer complex matters to professional or managerial staff. Supports visitor experience with various exhibitions. Assists with programs in cultural and education departments under supervision of the ED or Assistant ED

**Essential Duties and Functions**

Applicants for part time positions at the Arts Council will work with the Executive Director and Department Managers to meet the needs of the organization. This may include a variety of
duties including working in our retail shop, with our exhibits coordinator, with our program directors in Community Programs or Education Programs, working with teachers, children, and families during classroom activities or summer camp, or working on projects at the direction of the Executive Director or Board of Directors. All applicants must be able to work legally in New Mexico and if under 15 must have a work permit on file.

Physical Demands

Should be able to work in a variety of environments including classroom and retail space, and meet those demands which may include light lifting, standing for extended periods of time, frequently making use of a flight of stairs, and maintaining an illness free environment by adhering to local guidelines regarding vaccines and masking when applicable. Must be comfortable in frequently loud, bustling environments

Organizational Structure

- Reports to and works with Department Managers and Executive Director to execute programs and stay within budget and will be staffed at the discretion of the Executive Director at hire.

Availability

This position requires on site availability at 2132 Central Avenue, AKA, Fuller Lodge Art Center. Due to the event planning nature of our organization, evenings and weekends are required. Current openings require afternoons and evenings, as well as some Saturdays and Sundays.

Fuller Lodge Art Center - Programs Assistant

Hourly 15-18 Dependent on Qualifications, .5-.75 FTE hourly, non-exempt.

Job Summary

The Los Alamos Arts Council is responsible for a variety of arts and cultural programming throughout the year, as well as running a very busy retail shop and exhibit space out of the Fuller Lodge Art Center. Program assistants work in all departments, as needed and directed, throughout their employment. A successful background check is required for all employment with LAAC.

Los Alamos Arts Council Programs Staff work under the direction of the Executive Director and/or Assistant Director in the retail and exhibit portions of the Fuller Lodge Arts Center, a consignment style shop featuring locally and regionally produced fine art and crafts as well as working on executing the various programs in our cultural and educational programs. This
The position requires flexibility, creative thinking, and the ability to manage multiple projects at once.

**Essential Duties and Functions may include:**

- Be available during business hours and some after hours events as scheduled,
- Maintain gallery space and displays in clean and working conditions.
- Greet and interact with visitors at our gallery, exhibits, fairs and cultural programs
- Assist in accurate management of inventory on site
- Help to maintain up to date sales records for all sales of consigned art.
- Answer phone calls, emails, and written correspondence in a professional manner.
- Work with local and regional artists during shows and in our gallery shop.
- Coordinate and train volunteers.
- Keep artwork safe, clean, and secure while on premises
- Maintain engaging displays of artwork, changing set-up and rotating artwork often
- Work with other staff during the holiday show, Affordable Arts, to set-up displays and extend the gallery shop into exhibition space.
- Assist in recruiting teachers and educators
- Help to set and execute realistic deadlines organization wide
- Become proficient in Art Center and LAAC online software including Sawyer for Classrooms, Squarespace, Square Point of Sale, and others.
- Work closely with the other staff on marketing strategies and distribution
- Positively interact with children in our programs, both in classroom and event settings
- Assist in annual legacy and pilot programs related to Los Alamos County contracts, as well as LAAC missions.

**Essential Skills:**

- Strong customer service skills
- Strong organizational skills
- Ability to coordinate multiple projects at once and ongoing, often assisting on multiple ongoing activities at once
- Good phone and internet etiquette
- Ability to learn software and systems used during operations of Arts Council Programs

**Desired Qualifications**

- Experience in non-profit or similar organizations
- High School Diploma or Equivalent experience
● Computer skills
  ○ Working knowledge of Microsoft Excel and Word
  ○ Working knowledge of Google Suite and Gmail
  ○ Working knowledge of Quickbooks for consignment purposes
  ○ Ability to learn Square POS and train others on the software
  ○ Ability to learn various programs and software used daily by Arts Council staff and management
  ○ Ability to troubleshoot technical issues and work with tech support

Organizational Structure

● Reports to and works with Executive Director to execute programs and stay within budget
● Collaborates with programs assistants and Executive Director on a comprehensive calendar
● Works with the Executive Director to maintain marketing strategies to advertise programs and shop exhibits.

*A successful background check is required for all employment with LAAC.*