Job Title: Administrative Coordinator
Classification: Full time (35 hours/week)
Pay Range: $15/hour, commensurate with experience. There are no insurance or retirement benefits with this position
Hours: Monday-Friday (may include evenings, Saturday/Sunday as needed)

Under the supervision of the Executive Director, the Administrative Coordinator will be responsible for planning, directing, and coordinating the store, gallery, accounts payable/receivable and volunteer services.

The successful candidate for this position will be a creative person with a positive disposition who supports the arts and art education, will have strong organization and interpersonal skills (with people of all ages), excellent written and verbal communication skills, possess the ability to work independently while being part of a team, able to multitask and prioritize responsibilities. This person will represent Art Reach to its Board of Directors, members, volunteers and community at large.

Job Duties:
- **Accounts Payable/Receivable:** Enter items for payment into QuickBooks. Maintain accurate financial records for all transactions. Process all payments and deposits.
- **Gallery:** Work with Gallery committee to identify, schedule, and facilitate gallery exhibitions. Plan and attend receptions. Schedule special events in the gallery. Work with Marketing Coordinator to promote all exhibitions.
- **Retail:** Schedule volunteers to staff store. Work with artists to keep work fresh and relevant. Work with committee to purchase wholesale merchandise. Maintain displays and inventory. Work with Marketing Coordinator for all promotions.
- **Volunteers:** Recruit, nurture and retain volunteers for retail, education, and programming needs.
- **Other:** Order all organizational supplies. Other duties and responsibilities assigned by the Executive Director. Attend assigned committee meetings.

Requirements:
- Associates degree; or commensurate experience
- Computer literate in QuickBooks, Microsoft Word, PowerPoint, Excel
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Available for evening/weekend hours as needed
- Reliable transportation

Preference given to:
- Candidates with QuickBooks experience
- Candidates available to start immediately
- Candidates with experience in the arts
- Candidates with experience in gallery/retail coordination

Application Requirements (send to Amy at apowell@artreachcenter.org by 9am EST, Monday, June 26, 2023):
- Resume
- Cover letter
- 3 Professional References with phone and email contact information

Art Reach of Mid Michigan is an Equal Opportunity Employer, which selects the individual who is the best match for a position based on job-related qualifications, without regard to race, color, creed, sex, national origin, religion, sexual preference, age, disability, or other protected group status.
Administrative Coordinator – job description

Plan, direct, and coordinate store, gallery, accounts payable, accounts receivable and volunteer database.

Basic Skills

- Communicating effectively verbally and in written correspondence.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to provide strong customer service to all customers, artists and staff/board members.
- Maintain positive relationships, and be an advocate for the organization

Technical Skills

- Working knowledge of QuickBooks
- Basic user of Microsoft Office Suite (Word, PowerPoint, Excel, Outlook)

Tasks

- Direct or coordinate the supportive services for the organization.
- Acquire, distribute and store supplies for retail, classes, office
- Analyze internal processes and recommend and implement procedural or policy changes to improve operations, such as supply changes or the disposal of records.
- Complete accounts payable and receivable functions related to daily operations
- Manage the consignment store (merchandise, artists, volunteers)
- Manage the gallery (install/strike exhibits, opening receptions, postcards)
- Maintain offsite gallery rotations
- Manage volunteer needs for programs, events and operations
- Provide oversight of financial processes and procedures
- Recruit, train and supervise volunteers for the consignment store
- Maintain accurate sponsorship recognition on the website
- Assist with programming, special events and fundraisers as needed

Detailed Work Activities

- Analyze data to inform operational decisions or activities.
- Direct facility maintenance or repair activities.
- Manage inventories of products and/or organizational resources.
- Prepare operational progress or status reports.
- Create mailings and mail merge documents for solicitation and events
- Enter income and receipts for payment into QuickBooks
- Generate checks based on expenses, liabilities and invoices
- Process monthly, quarterly and annual liabilities to the State of Michigan for taxes
- Conduct business for the annual audit
- Maintain backup for financial record keeping

Position reports to the Executive Director.