



Position Title: Administrative Support Visitor Services Associate
Organization: The Center for Art in Wood, 141 N 3rd St, Philadelphia PA 19106
www.CenterForArtinWood.org
Contact: hr@CenterForArtinWood.org
Schedule: Part-time, 18 - 24 hours per week, Saturdays, Sundays, some weekdays
Salary: Hourly, starting \$15/hour
Start date: By October 1st

Description

The Center for Art in Wood interprets, nurtures, and champions creative engagement and expansion of art, craft, and design in wood to enhance the public's understanding and appreciation of it. A dynamic, unique, and fast-paced organization, the Center seeks an outgoing, creative, and self-motivated Administrative Support Visitor Services Associate.

Reporting

The Administrative Support Visitor Services Associate works cooperatively with staff and is an assertive, self-starter. They report directly to the Executive Director and the Manager of Retail and Visitor Services.

Organizational Background

Since its inception in 1986, The Center for Art in Wood, formerly the Wood Turning Center, has been widely recognized by artists, collectors, scholars and the public as one of the most valuable resources for the education, preservation, and promotion of the field of art made from wood. The Center currently houses over 1,200 permanent collection objects, 25,000 artist files, and annually mounts four to five exhibitions of new work and museum collection objects. It stages the annual Windgate international residency program and holds educational programs and events on-site and virtually.

The Center's focus is aimed at widening the discourse and audience for art, craft, and design in wood and at creating a space for the public to learn, enjoy, and be inspired.

Qualifications

The successful candidate will be self-motivated, outgoing, collaborative, and have experience with administrative tasks. The successful candidate will also have strong organizational and communication skills. The Center for Art in Wood promotes a team environment and rewards creativity, critical thinking, and organizational learning toward improvement of operations and mission success. The Administrative Support Visitor Services Associate serves as an ambassador for the organization's mission and vision. Preference will be given to candidates with previous experience in the arts and cultural organizations, particularly in museums, galleries, or education, with additional preference for candidates with a passion for visual arts or art, craft, and design. This job requires weekday and weekend hours.

Responsibilities

Job Duties & Responsibilities

Duties and responsibilities for the Administrative Support Visitor Services Associate include, but are not limited to:

Store and Public spaces, including exhibition gallery and permanent collection mezzanine

- Receiving, welcoming, and offering orientation to all guests
- Engaging in sales activities and dealing with the questions of customers or members
- Entering sales and data into software systems, including all special initiatives, pricing, and inventory details
- Helping design, maintain, and rotate store displays and consignments
- Filling and shipping orders
- Following up with customers
- Staying on top of maintenance, storage, general tidiness

Administration

- Performing data entry for membership and donor records
- Answering phones and receiving mail
- Assisting the Executive Director with maintaining their calendar (including meetings, appointments, deadlines, and speaking engagements)
- Drafting, reviewing, and sending communications on behalf of the Executive Director
- Engaging in member and customer relations and correspondence
- Assisting the Executive Director and Director of Outreach and Communications with specific projects
- Scanning and archiving correspondence and PR material as needed
- Planning, scheduling, and preparing meetings

Commented [FK1]: does this refer to meetings set-up for Navva or for any meeting?

Commented [JM2R1]: I think for any organizational meeting--coordinating board meetings, for example

Commented [KS3R1]: We are looking for someone who can help schedule Navva's calendar.

Essential Skills

- Must be self-motivated, creative, detail-oriented, and collaborative, with a positive, upbeat personality
- Required computer skills: MS Office suite, database management, website, social media best practices. Preferred: Shopify, Mac suite, database systems, creative suites
- Excellent written and verbal communication skills
- Time-management skills
- Ability to work without direct supervision in a small office environment
- Ability to climb stairs, regularly lift 25–50 pounds, and handle artwork on occasion
- May need to pass a background check for working with / around children
- Pursuing higher-education in education or art-related field preferred

Commented [JM4]: Must love cats and shelties

The Center for Art in Wood is committed to fostering a diverse, lively, inclusive, and accessible environment and is an equal opportunity employer regardless of race, color, religion, creed, gender identity, marital status, national origin, disability, age, veteran

status, sexual orientation, political affiliation, or belief. Employment decisions are made without consideration of these or any other factors that are prohibited by law.

