



Part-Time Administrator (1-2 weeknights and occasional weekends)

The Part-Time Administrator is The Center for Contemporary Art's (The Center) weeknight and weekend public interface. They are responsible for customer service, office administration, assisting with procedures related to course registration, and supporting aspects of The Center's programs and operations. The Part-Time Administrator reports to the Director of Education Programs & Operations. This is a part-time hourly wage position of \$15.49/hour. Hours are from 5 p.m. to 9:30 p.m. on weeknights, from 9:00 a.m. to 5:00 p.m. on Saturdays and/or 10:00 a.m. to 2 p.m. on Sundays, occasionally if needed.

Main Responsibilities:

- Greet and assist visitors, students and teachers
- Answer in person and phone inquiries about exhibitions, classes, memberships, events, and provide customer assistance as required
- Collect cash, check, and credit card payments as required and enter these in the registration and/or credit card payment system.
- Assist visitors with class registration and/or membership
- Print attendance sign-in sheets and distribute rosters to teachers
- Track the number of visitors in gallery
- Knowledge of The Center's class offerings, membership opportunities, current exhibitions, and policies
- Secure the building when closing and adhere to the lockup procedures

Marginal Responsibilities

- Proofread classes entered in the online registration database
- Design and print signs for classes, workshops, and events
- Maintain an organized work environment, make sure studios are clean, organized, and prepared for classes and programs
- Complete administrative tasks or special projects as requested
- Assist with children's art parties or scout workshops

Qualifications:

- High school degree with 1-2 years of customer service experience
- Proficiency in Microsoft Office Suite and Google Suite
- Professional phone manner
- Experience with financial transactions
- Ability to handle confidential material
- Strong written and verbal communication skills

- Friendly and engaging personality
- Some moderate lifting and physical activity required

After 6 months of employment, the Part-Time Office Administrator is invited and encouraged to take one class per year for free at The Center.

***Note**

All staff will be responsible for following and implementing The Center's "Health and Safety Policies and Procedures". Staff are also required to sign an "Oath of Personal Responsibility," vowing to follow safety guidelines.

Application Instructions:

Send resume to jobs@ccabedminster.org

Equal Employment Opportunity has been and will continue to be, a fundamental principle at The Center for Contemporary Art, where employment is based upon an individual's personal capabilities and qualifications without regard to their race, color, religion, gender identity, national origin, age, disability, [alienage or citizenship status, marital status, creed, genetic predisposition or carrier status sexual orientation] or status as special disabled veteran in accordance with applicable federal and state laws. Further, The Center will make reasonable accommodations in the employment of qualified individuals with disabilities where such accommodation does not create an undue hardship to The Center.

The Center is committed to hiring staff from a diverse range of backgrounds. Candidates from historically underrepresented communities are strongly encouraged to apply.