



Position Title: Office & Program Assistant

Employer: Maude Kerns Art Center – Eugene, OR

Founded in 1950, Maude Kerns Art Center (MKAC) is a nonprofit community center dedicated to the visual arts. Our mission is to promote and advocate for the creation and appreciation of the visual arts by offering a wide variety of education and exhibition programs for all ages, studio space for artists, and support for community artists.

MKAC seeks a highly motivated **Office & Program Assistant** (OPA). The OPA offers administrative support for daily operations and provides assistance for both Education and Exhibits programs at MKAC.

The OPA must possess strong administrative and organizational skills. Teamwork, ability to multi-task, effective communication and follow-through, attention to detail, and a positive attitude are essential.

The OPA will be a part of an interconnected community and must be able to interact and work successfully with a broad spectrum of staff, volunteers, Board members, artists, Art Center members, instructors, students, parents, and other non-profit organizations. The OPA works closely with both Education and Exhibits Coordinators and reports to and works directly with the Executive Director.

Minimum qualifications:

- Experience in the visual arts, arts education, office administration or commensurate work experience
- Strong, effective organizational, administrative, and communication skills
- Commitment to the visual arts, arts education, and an enthusiasm for being part of a community art center
- Teamwork philosophy
- A working knowledge of Microsoft Word and Excel
- Ability to work flexible hours



Preferred qualifications:

- An associate or bachelor's degree in art or arts education
- Experience working or volunteering with nonprofit organizations
- A working knowledge of Microsoft PowerPoint, Adobe InDesign and Photoshop

Duties:

- Welcome Art Center visitors and provide customer service
- Assist with scheduling and coordinating volunteers for MKAC events and programs
- Conduct sales transactions for Art Center memberships, exhibit and gift shop art purchases, and class registrations
- Assist Education Coordinator with organization of classroom and studio spaces; upkeep of materials and supplies
- Assist Education Coordinator with recording class registrations and scholarship applications
- Assist Exhibits Coordinator with organization of gallery and storage spaces; upkeep of materials and supplies
- Assist Exhibits Coordinator with artist intake and inventory, recording art sales, and creating exhibit labels and signage
- Assist with Art Center events, including opening receptions, special events, artist lectures, and meetings
- Prepare for and work at the Art Center's primary fundraising event, the Art and the Vineyard Festival in Eugene
- Available to work weekend and evening events with compensation



Start date: May 17, 2021 (flexible)

Hours: Part-Time: 9am to 2pm, Monday through Friday
& some Saturdays 12pm to 4pm

Pay rate: \$13 per hour

Application deadline: April 26, 2021

Question:

Please answer the following question in your cover letter: Why are you seeking this position at Maude Kerns Art Center?

Documents for Application:

- Resume
- Cover Letter
- List of three professional references with email addresses and/or phone numbers

Application Process:

To apply, email cover letter and resume to staff@mkartcenter.org, or mail, or drop off at the Art Center. **Review of applications starts immediately**

Equal Employment Opportunity

Maude Kerns Art Center (MKAC) is an equal-opportunity employer. MKAC does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity and expression, veteran status or any other basis prohibited by local, state, or federal law. We encourage people from all backgrounds to apply.