



*~ Bringing Art to Life ~*

**Job Title: Office & Program Assistant**  
**Organization: Maude Kerns Art Center**  
**Location: Eugene, OR**  
**Reports To: Executive Director**  
**Status: Part-Time, 30+ hours per week**  
**Pay rate: \$18.00 per hour**

**About Us:** Founded in 1950, Maude Kerns Art Center 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.

**Position Summary:** The Office & Program Assistant provides customer service and administrative support for Art Center daily operations and the Education & Exhibitions programs. This role welcomes visitors, conducts art sales, coordinates volunteers and youth private art lessons, and provides administrative support to the Art Center Executive Director. The Office & Program Assistant works closely with a broad spectrum of staff, volunteers, Board members, artists, Art Center members, instructors, students, and parents.

This is an administrative role ideal for a collaborative leader who thrives in a small nonprofit environment.

**Key Responsibilities:**

**Office Administration & Executive Assistance**

- Welcome visitors and provide customer service
- Conduct sales transactions for memberships, exhibit and gift shop art purchases, and class registrations
- Provide administrative support to Executive Director
- Assist with Art Center events, including exhibit opening receptions and fundraisers



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**Education Program Support**

- Coordinate and schedule youth and young adult private art lessons
- Assist with recording class registrations, scholarships, class refunds/credits, and student emergency/release forms
- Assist with designing and creating quarterly class schedule for distribution
- Assist with organization of classroom and studio spaces; upkeep of materials and supplies

**Exhibitions Program Support**

- Assist with artist intake and inventory, recording art sales, and creating exhibit labels and signage
- Assist with organization and display of gallery, gift shop, and collection storage spaces

**Volunteer Coordination**

- Coordinate, train, and schedule volunteers for Art Center events and programs

**Qualifications:**

- Experience in the visual arts, retail sales, and office administration
- Familiarity with Microsoft Office Suite and Google Suite
- Excellent communication skills, both written and verbal
- Highly organized, detail-oriented, and able to manage multiple priorities
- A self-starter with creativity and initiative, comfortable working independently in a small team environment
- Ability to work flexible hours

**Preferred Skills & Experience:**

- Experience working or volunteering with nonprofits
- Experience with Adobe InDesign, Illustrator or Canva



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**How to Apply:**

Please submit a resume, a brief cover letter on how you are an ideal candidate, and 3 professional references to [staff@mkartcenter.org](mailto:staff@mkartcenter.org) with the subject line Office & Program Assistant Application – (Your Name). Review of applications starts June 8th, but position will remain open until filled.

**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.