

JOB POSTING

Position: Administrator - Anderson Arts Center

Reports to: Kemper Center Executive Director

Position Type: Full-Time/Fixed

Summary of Position

Kemper Center seeks a creative, organized, and highly motivated Administrator for the Anderson Arts Center to manage the day-to-day business operations, promote the activities of the Arts Center, and plan and implement events and classes. The Administrator is dependable and mission-driven with a positive attitude and enthusiasm for art and art education. They are skilled in working independently and facilitating conversations with artists, teachers, supporters, and staff.

Schedule

This position will have a fixed weekly schedule of 30 hours per week with variable weekend and evening work as needed.

Specific Duties and Responsibilities

- Manage the installation and arrangement of art exhibitions.
- Ensure exceptional service to clients and visitors.
- Develop, plan, and implement marketing strategies to increase visitation, sales, and visibility in the community.
- Interact with local, regional, and national artists and galleries to promote artwork, exhibits, and installations.
- Play an active role in the art community by partnering with local organizations and artists on exhibitions and classes.
- Work with the Curator to develop, plan, and execute the exhibition calendar each year.
- Create labels and interpretive materials for artwork and exhibitions.
- Create and implement direct mailings to Kemper Center mailing list.
- Maintain email database and create and send regular email communication to subscribers.
- Train volunteers and other museum staff on the exhibition's presentation and information as needed.
- Assist in the planning and implementation of special events and fundraisers throughout the year for both Kemper Center and the Anderson Arts Center.
- Assist in updating website, social media pages, and press releases.
- Develop exhibition and event budgets.
- Maintain gift shop inventory and shop floor and promote sales of art in the gift shop.
- Communicate sales with finance staff and issue checks to artists.
- Hire art teachers for creative classes throughout the year in a variety of disciplines for a variety of ages.
- Plan and implement the Summer Art Camp for kids, including seeking grant funding.
- Purchase exhibit supplies as needed.
- Maintain the inventory of the Anderson Arts Center's permanent art collection.
- Be a liaison between the art community and the Kemper Center.
- Act as a friendly and gracious representative of the Kemper Center and Anderson Arts Center when interacting with artists, teachers, parents, children, and community members.
- Act as docent and work in the gift shop during open hours as needed.

- Perform other Museum-wide duties as assigned.

Qualifications

B.A. in Fine Arts, Museum Studies, Business, or related field.

Previous experience in a managerial role.

Excellent customer service and communication skills.

Ability to work independently and collaboratively.

Experience with Microsoft Office; graphic design experience a plus.

Strong commitment to diversity, inclusion, equity, and access.

Must successfully pass a criminal history background check.

Travel, Working Conditions, and Physical Environment

This position is subject to indoor environmental conditions typical to a gallery setting as well as outdoor environments on the grounds of the Kemper Center.

Travel to local schools and local partner sites as needed.