

Office Assistant
18 hours/week at \$12.50/hour
34 hours/week during Fire & Ice and Fired Works (works the Gallery)
Reports to Executive Director

Monday, Wednesday, and Friday 10 AM – 4 PM

The Office Assistant provides clerical and administrative support to the executive director, other staff, and board. The Office Assistant is responsible for maintaining an orderly, organized workspace for Macon Arts Alliance and serves as a personable public front for anyone entering the Gallery. The Office Assistant reports to the Executive Director.

- General Office Duties
 - Maintain records, mailing lists, and filing systems
 - Answer and route telephone calls
 - Maintain office supplies
 - Take out trash on a weekly basis
 - Help coordinate logistics for all Board of Directors meetings
 - Coordinate monthly cleaning service
- Donations
 - Prepare monthly donation reports to reconcile with Executive Director
 - Maintain and perform data-entry for all membership records, donations, and mailing lists
 - Prepare database queries and pull reports as requested
 - Mail general membership information, thank you letters, and membership renewal notices
 - Prepare and mail/email invoices for accounts receivable (donations and sponsorships)
- Gallery
 - Serve as receptionist and cashier, greeting and assisting customers in the Gallery
 - Prepare reports for Gallery sales and artist commissions

Requirements

- Two to four years administrative experience preferred with high school diploma or equivalent
- Ability to type with speed and accuracy
- Computer literate with proficiency in the Microsoft Office suite of applications and point of sale and inventory systems
- Ability to operate standard office machines
- Good knowledge of spelling, punctuation, and grammar. Accurate proofreader
- Able to exercise tact and discretion with staff, board, members, and public
- Organized and efficient and keeps a clean workspace
- Enthusiastic and willing to learn

Resume should be emailed to director@maconarts.org

Marketing Assistant
18 hours/week at \$12.50/hour
34 hours/week during Fire & Ice and Fired Works (works at Fired Works)
Reports to Curator

Tuesday, Thursday, and Saturday 10 AM – 4 PM

The Marketing Assistant provides clerical and administrative support to the curator, other staff, and board. The Marketing Assistant is responsible for marketing Gallery, Online Store, and Special events on all platforms and serves as a personable public front for anyone entering the Gallery. The Marketing Assistant reports to the Curator.

- Marketing
 - Maintains Facebook, Twitter, Instagram for Macon Arts Alliance
 - Maintains social media for Macon365
 - Sends weekly Macon365 events email
 - Sends monthly Macon Arts Alliance Gallery and Events email
 - Creates and sends monthly Gallery card mailing
 - Creates and sends card mailing for Fire & Ice and Fired Works
 - Create bi-monthly ad for Macon Magazine
 - Assist curator in creating 8-page Macon Magazine insert for Fired Works
- Macon365
 - Approves events on Macon365
- Gallery
 - Serve as receptionist and cashier, greeting and assisting customers in the Gallery
 - Answer and route phone calls
 - Fulfill sales from the online store
 - Maintain an accurate Gallery and online store inventory using ConsignCloud consignment software system
 - Assists Curator installing Gallery exhibits
- Fired Works / Fire & Ice
 - Manage artist inventory lists as needed
- Other Duties as Assigned
 - Represents MAA at monthly Downtown Macon Community Association meetings

Requirements

- College Degree with liberal arts/fine arts background or high school diploma or equivalent with two to four years marketing experience
- Computer literate with proficiency in the Microsoft Office and Adobe Creative Cloud suite of applications, database applications, and point of sale and inventory systems
- Ability to operate standard office machines
- Good knowledge of spelling, punctuation, and grammar. Accurate proofreader
- Able to exercise tact and discretion with staff, board, members, and public
- Organized and efficient and keeps a clean workspace
- Enthusiastic and willing to learn

Resume should be emailed to director@maconarts.org