



Community Art Center Foundation

DATE POSTED: 4/28/22

POSITION TITLE: Office Manager, Events Coordinator, Development Assistant

JOB DESCRIPTION:

The Community Arts Center Foundation, known as The Prizery, is seeking an organized and motivated individual to serve in this position. The candidate will be an organized and energetic professional who is experienced in handling a wide range of administrative and executive support related tasks. This individual will be familiar with the South Boston/Halifax County area. The individual will be able to work independently with little supervision. The candidate must be flexible in order to handle administrative challenges efficiently while utilizing strong written and verbal skills in dealing with diverse personalities.

Key Responsibilities:

- Provide exceptional customer service
- Perform administrative and Executive support duties
- Maintain all office management tasks
- Organize and maintain office procedures
- Coordinate with other staff members to complete mailings, sponsor recognition, thank you letters, enter demographics and other statistics, serve as a liaison between The Prizery and the community
- Set meetings with prospective donors and sponsors on behalf of the Executive Director.
- Assist with special projects
- Handle hospitality/hotels/food, etc. for performing artists per contract
- Some weekend and evening work is required
- Work with rentals of the facility to determine availability, renter needs, and contracts and ensure that rental events are fully staffed as needed
- Obtain sponsor logos and make sure sponsors receive tickets, invoice sponsors and send thank you notes
- Serve as the staff liaison with the volunteers and other existing committees
- Maintain demographic and event databases and keep files of all marketing and news stories regarding The Prizery
- Experience with proper cash handling practices
- Able to take ownership of problematic situations using proper judgement to find solutions or alternatives while maintaining positive guest relations.
- Handle follow up, invoicing and data collection for programs and program ads

Professional Experience and Education:

- Bachelors degree or equivalent combination of education and experience
- Excellent oral and written communication skills
- Strong administrative and organizational skills
- Proven ability to adapt to a changing environment and handle multiple priorities