



Ketchikan Area Arts and Humanities Council

# Come Join Our Team!!!!

**Title: Administrative Manager**

**Reporting To:** Executive Director

The **Ketchikan Area Arts and Humanities Council (KAAHC)** is the Ketchikan area's local arts agency 501c3 nonprofit. We create arts and humanities programs and activities that support and nurture local artists, arts businesses, and other area nonprofits, providing joyful, thoughtful, and sometimes challenging experiences for the community. KAAHC has a small, three person staff (of which the Administrative Manager is one), that works very hard to be professional, efficient, joyful, and creative. We must work as a team and sometimes share tasks, but each of us have our individual work that is essential to the efficient and smooth functioning of the organization.

**Position Overview:**

The Administrative Manager coordinates administrative activities of the KAAHC and works with the ED to maintain and increase the financial strength and stability of the KAAHC (membership, bookkeeping, grants management, etc). These activities involve extensive contact with the public. Strong interpersonal, computer, organizational, problem-solving, and communication skills (written and verbal) required. Positive attitude; commitment to access to arts and humanities; and ability to juggle competing demands and meet deadlines required. Bachelor's degree preferred. It is our expectation that the applicant will require on-the-job training. The position will remain open until filled.

**Status/schedule:** A full-time, salaried position with cyclical evening and weekend hours. Starting salary 40,000 + benefits, DOE

**Skills and characteristics:**

**Required:** A commitment to the arts and community access. Strong computer skills including Word, Excel, database management, and communication skills. Attention to detail and ability to prioritize tasks a must. Bookkeeping experience a plus! Ability to work independently and as part of a team. Willingness to learn new technology.

**Preferred:** Office management experience

**Further Position details:****Responsible for the day-to-day administrative duties of a non-profit office. Including:**

- Membership database management
- Create/assemble regular mailings to membership and community
- Maintain and update QuickBooks records, paying bills including taxes, and making deposits
- Work with Executive Director to create monthly Board reports
- Work with Program Director on aspects of programs/projects (volunteer staffing, ticket distribution, event tracking, financial reporting, program information etc...)
- Maintain a "How To" guide for reference and training.

KETCHIKAN AREA ARTS AND HUMANITIES COUNCIL

Creating and Promoting Opportunities to Experience the Arts and Explore the Humanities

330 Main Street, Ketchikan, Alaska 99901 • 907.225.2211 • [www.KetchikanArts.org](http://www.KetchikanArts.org)



**Coordinating membership activities:**

- Help to set goals and implement programs for maintaining current members, attracting new members, and increasing membership income.
- Track and report on membership information and statistics.
- Create renewal notices and thank you letters on a monthly basis and lapsed member reminders, updates and maintains accurate database of current and potential members

**Umbrella/program functions:**

Coordinate 3 Art Walks per year (Celebration of the Sea, ARTober, and the Winter Art Walk).

- Invites registrations and tracks changes in the gallery and arts-business environment in town.
- Maintains communication with all registrants and is point person for questions and concerns.
- Compiles maps and invitations for the community.

**Website and Social Media updating and Arts Report:**

- Keeps event calendar up to date and accurate on website and social media
- Creates and emails Weekly Arts Report

**Other Nice Qualities:**

- Some experience with InDesign and or Photoshop
- Love of chocolate
- Willingness to share chocolate
- Suffering from a proofreading mania
- Wicked sense of humor
- Love of a fast-paced work environment

Submit cover letter, resume, list of references, and Alaska Employment application to: Ketchikan Area Arts & Humanities Council, 330 Main Street, Ketchikan, AK 99901 or email [KathleenL@KetchikanArts.org](mailto:KathleenL@KetchikanArts.org) The position will remain open until filled.

