

# Administrative & Marketing Assistant

Part-Time; 20 hours per week



The Administrative and Marketing Assistant provides broad administrative support for Spudnik Press programs. Acting as an office manager for the organization, they will be responsible for answering phones, mail, and e-mail communications, and responding to all basic inquiries. They will coordinate private lessons and hourly reservations and provide clients quotes and invoices. This position is also responsible for basic bookkeeping and acting as financial manager, they will record and code all income and expenses using accounting software.

Supporting our educational programs, the Administrative & Marketing Assistant will act as a registrar, create and maintain on-line class listings and database inventory, create rosters, and distribute student surveys. Supporting our Studio Use & Membership programs, this position will process liability forms, equipment authorizations, and memberships.

As Marketing Assistant, this position will work closely with the Executive Director to implement marketing plans for all events, calls, and initiatives. They will maintain the organization's website, manage social media accounts, create online posts for events, news, and calls for artists, and coordinate targeted mail and e-mail campaigns as needed. They will compile and distribute frequent e-newsletters to constituents, members and donors.

On a daily basis, the Administrative & Marketing Assistant will balance responsibility across many programs. This is a fast-paced job that requires strong organization, time management, communication skills, and the capacity to quickly learn new processes. All staff share the responsibility of serving on planning committees for our annual fundraisers, working with interns, and staffing exhibition openings and outreach events.

Competencies that have been identified as essential for all staff at Spudnik Press include consistency and reliability, dedication to community, and conceptual thinking. Staff are expected to bring passion and integrity to their work while enjoying the community of creative artists, makers, students, and teachers that contribute to Spudnik Press.

## Key Skills & Qualifications:

- Strong work ethic; Driven, highly motivated, and productive
- Strong communication skills
- Excellent deadline-management and attention to detail
- Excellent customer service skills.
- Comfort using digital technology including databases, Microsoft Office, Adobe creative suite, Wordpress, and social media platforms.
- Previous office administration experience highly preferred.
- Familiarity with and appreciation for fine art print making required with hands-on experience making prints preferred.

*Compensation is \$12.50/hour through 2017. Benefits include paid time off, waived tuition for all Spudnik Press classes, and unlimited access to all materials and equipment. Application review will begin July 15.*

*For more information about Spudnik Press, please visit [www.spudnikpress.org](http://www.spudnikpress.org).*

**To apply, please send e-mail with resume and cover letter to [angee@spudnikpress.org](mailto:angee@spudnikpress.org).**