Office Manager
Part-Time, 25 hours per week
Occasional evening & weekend hours required

The Office Manager provides broad administrative support for Spudnik Press programs and brings leadership to the marketing, communications, and administration of the organization. They are the first point of contact for many of the people our organization supports through responding to all basic inquiries via phones and e-mail.

Supporting our educational programs, the Office Manager acts as registrar, creates and maintains online class listings and database records, creates rosters, and distributes student surveys. They will coordinate hourly reservations, private lessons, and other studio appointments. Supporting our Studio Use & Membership programs, this position processes liability forms, equipment authorizations, and memberships. Supporting our exhibitions program, this position maintains our online store and handles many art sale logistics.

Bringing leadership to all marketing efforts, 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 and produce targeted mail and e-mail campaigns for our followers, constituents, members, and donors. They will also support outreach and audience development efforts by seeking in-person marketing opportunities for the organization.

This position is also responsible for basic bookkeeping and acting as a financial manager. They will record and code all income using accounting software and a donor database, and will be responsible for tracking invoices.

On a daily basis, the Office Manager 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 various committees as needed, working with interns, and staffing exhibition openings and outreach events. The ideal candidate will be familiar with printmaking processes in order to better serve our community and will enjoy working collaboratively. 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.

For more information about Spudnik Press Cooperative, please visit www.spudnikpress.org.

Key Skills & Qualifications:
• Previous office administration experience highly preferred.
• Comfortable using databases, Microsoft Office, Adobe Creative Suite, Wordpress, and social media platforms.
• Strong work ethic; Driven, highly motivated, and productive
• Strong written and verbal communication skills
• Excellent deadline-management and attention to detail
• Excellent customer service skills.
• Familiarity with and appreciation for fine art print making required with hands-on experience making prints preferred.

Working Environment:
• Shared office within high-energy print making studio
• Two full-time and four part-time staff

Compensation range is $15-$16/hour, commensurate with experience. Benefits include two weeks paid time off, plus up to six paid holidays per year. Additionally, all staff receive waived tuition for all Spudnik Press classes, and unlimited access to artmaking facilities.

To apply, please send e-mail with cover letter and resume to angee@spudnikpress.org.
Applications will be reviewed as they are received.