



Job Post

Administration Job Description

Want to work in a fun and artsy environment? It's an exciting time to join our team at the Art Center of the Bluegrass with the recent opening of The Art Studio, GLASS National Art Museum, Fern Gift Gallery and our café Murrini which will be opening in December. Engage with the community and connect with art, creativity and culture! We are looking for 1-2 part-time staff and would consider full-time for the right candidate.

Art Center of the Bluegrass: Founded in 2003, The Art Center of the Bluegrass is the creative hub for the southern Bluegrass region of Kentucky, with rotating exhibits and a wide range of educational programs and events for children and adults.

Mission: The Art Center of the Bluegrass connects people to art, culture, and creativity.

Vision: To inspire creative exploration and experiences.

Core Values: Include, Innovate, Inspire, Create, Explore, Connect

Diversity & Inclusion: No matter who you are or where you come from, you are welcome at the Art Center of the Bluegrass. We embrace individuality, support human growth, and encourage everyone's points of view.

Job summary: Under general direction of the Associate Director, administrative staff will be responsible for multiple areas, including visitor engagement, data entry, gallery sales, and various administrative tasks.

Start Date: November 2023

Requirements:

The confidence to communicate and collaborate with a wide range of people is essential. Excellent customer service skills, and an interest in and commitment to the Art Center's vision and values.

The ability to write clear and accurate communication, have strong attention to details, be well organized, and comfortable being flexible and able to multi-task.

Compensation: \$13 per hour for part-time employment, \$29k salary for full-time employment*

*Full-Time Employment Benefits: Health Reimbursement Account, monthly tech stipend, 12 paid holidays, PTO days, laptop, discount on classes & building rental, 25% discount on gallery purchases.

Schedule:

Tuesday – Friday: 10:00am – 6:30pm (30 minute lunch)

Full-time hours would include Saturday from 10:00am – 6:30 pm..

Principal Responsibilities

Visitor Engagement

- Welcome visitors.
- Answer phones and manage messages for staff.
- Manage building attendance system.

Fern Curated Gifts

- Manage Square inventory & sales transactions.

- Manage inventory sticker system & labels.
- Welcome visitors & check out paying patrons.

Programs

- Check people in for Open Studio.
- Assist in the registration for camps/classes.
- When other programs are held in the Art Studio, manage logistics.

Building

- Open & close the building each day – completing task lists.
- Building Supplies: check supplies in bathrooms & replenish as needed.
- Trash: in charge of taking out trash & recycling & breaking down boxes.
- Cleaning: maintain adult studio space after Open Studio.
- General tidying and organizing

Technology

- Set up technology needs for events & programs as needed and when available.
- Help manage Square platform.

Other

- General admin duties as assigned by Executive Director.
- Other duties as needed.

Disclaimer: This job description is only a summary of the typical functions of the job, not a comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in this job description and other duties, as assigned, might be part of the job.

For Consideration

Please email a resume and cover letter to
Associate Director Laura Elwyn at laura@artcenterky.org.