



Administrative and Social Media Content Assistant, Part Time

General Description: The Administrative and Social Media Content Assistant is a part-time position, which will support staff and Heights Arts program committees in the administration and implementation of all programs including public art, visual arts (exhibition), literary, music, and membership (artist, individual and business) programming. The position will provide support in creating contracts, meeting agendas and general administration of Heights Arts programming. This key position reports to the Executive Director (ED) Program Manager (PM) and General Manager (GM).

General:

- Maintain professional standards including timely communication and attention to detail
- Attend weekly staff meetings
- Provide staffing backup for gallery and store, phones, etc.
- Serve as an ambassador of Heights Arts
- Assist staff and Fund Development committee with business and individual membership campaign as needed
- Other duties assisting the Executive Director and Manager as assigned

General Administration

- Check voicemail and forward to appropriate person
- Check organizational general email and forward to appropriate person
- Take staff meeting minutes
- Process memberships and donations
- Send confirmations of membership and donations
- File receipts and invoices
- Assist in mailing checks and paying approved invoices
- Manage and update business hour changes or parking information onsite and online
- Send timesheets and review employee timesheets for accuracy (twice a month)
- Assist in monthly financial close
- Assist with collection and reporting of activity data for grant reports
- Assist in updating the website with proper information about upcoming events and programs

Governance

Assist ED in the following areas:

- periodic board and board committee scheduling
- board materials for meetings and annual retreat
- onboarding of new board members and supporting Governance Chair with board requirements

HEIGHTSARTS

Programs and Social Media Content:

Assist PM in the following areas:

Social Media and Marketing

- manage social media presence and engage and build community through appropriate online channels (including but not limited to Facebook, the Heights Arts website, and monthly e-newsletter)
- ensure program and marketing calendar is updated and accurate including exhibitions, concerts, poetry and other partner events
- assist with original research, writing, and photography for media materials and digital communications (press releases, social media, e-newsletter, web site copy, news articles) and editing of existing material
- assist with layout and production of in-house print collateral (including event programs, exhibition cards, fundraising and membership materials)

Volunteer and Event Coordination

- process and coordinate volunteer inquiries for appropriate placement for openings, concerts and other events

Program Administration

- assist Program Manager (PM) to track all submissions and contracts in all program areas
- schedule and follow up with Community Team and other meetings as needed
- assist with programming documentation for marketing and grant reporting
- assist with Store sales recording and inventory
- assist in facilitating communications with program staff, volunteers, artists, poets and musicians to ensure success for all programs at Heights Arts

Required: The successful candidate will be self-motivated and deadline-oriented. Candidates must have excellent communications and writing skills, and be able to prioritize according to changing organizational needs and multiple programs. Must be highly organized and experienced in managing project details, and understanding the strategic goals of the organization.

Preferred: Experience planning, organizing, or working at nonprofit or arts-oriented organization. Prior database and/or financial software experience. Volunteer coordination experience.

When: 15 -20 hours per week 80% onsite, with regular work hours during weekdays, with periodic events evenings and weekends.

HEIGHTSARTS

Where: Heights Arts (Gallery, Store, and Performance Space) at 2175 Lee Road in Cleveland Heights, OH 44118

www.heightsarts.org

<https://www.facebook.com/HeightArts>

<https://www.instagram.com/heightsarts>

Compensation:

\$16.00 to \$18.00 per hour

401K Matching

Employee Discount in store

Hiring Process: The position will remain open until filled. Apply online at <http://www.heightsarts.org/employment/> by submitting your resume and cover letter. No phone calls, please.

Heights Arts does not discriminate based on race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, physical or mental ability, veteran status, military obligations, and marital status.

Heights Arts is a nonprofit community arts organization in Cleveland Heights, Ohio. Founded in 2000, Heights Arts cultivates a strong, diverse, and collaborative arts community by inspiring people of all ages to engage in the arts; supporting the arts through education; providing exhibition and performance opportunities; and fostering public appreciation for the arts. The organization contributes to the region's artistic vitality by showing regional artists at Heights Arts Gallery on Lee Road near Cedar Road, facilitating public art and design projects, presenting chamber music and other concerts in intimate settings, nominating and supporting the Cleveland Heights Poet Laureate, and having classes and workshops in the arts.