WE’RE LOOKING FOR A P/T ARTS ADMINISTRATIVE ASSISTANT

The mission of the Arts Council of Wilmington & NHC, the area’s lead agency for the arts, is to support artists and arts organizations through innovative public/private partnerships that support jobs, stimulate commerce, and showcase the region as an arts destination.

The successful candidate will support the Executive Director in the daily operations of the Arts Council and Arts Council Exhibition Space (ACES Gallery), as well as the satellite gallery at Wilmington International Airport. The position is part-time, 20-25 hours/week. Pay is commensurate with experience.

Other responsibilities and duties:

- Recruit and manage volunteers to staff ACES Gallery.
- Maintain and strengthen social media presence.
- Maintain and foster new relationships tied to the Fourth Friday program.
- Responsible for weekly emails sharing arts opportunities and events in the region.
- Supervise compilation of grants applications, follow up, and compliance.
- Assist with fundraisers and outreach events.
- Work alongside the Executive Director and Board of Directors to grow public programming efforts.

Qualifications:
- Bachelor’s degree required.
- Background in the arts, nonprofit management, or business preferred.
- Proficiency in Microsoft Office, Google programs, and all social media platforms required. InDesign and Wordpress preferred.
- Valid driver’s license and reliable transportation required.
- Flexibility: schedule and demands of role fluctuate depending on the needs of the agency.

Application Process:

Please send a resume and a cover letter detailing experience, interest in position, and salary expectations to jobs@artswilmington.org by February 28, 2020. Incomplete submissions lacking requested information will not be considered. We request NO phone calls regarding the open position.

Position will remain open until filled. Candidates will be contacted if selected for an interview.

The Arts Council of Wilmington and New Hanover County is an Equal Opportunity Employer.

visit: 221 N Front St, Suite 101, Wilmington, NC 28401 • mail: P.O. Box 1973, Wilmington, NC 28402