



Administrative Assistant Job Description

Mission:

The Dairy Barn Arts Center's mission is to offer exhibitions, events, and educational programs that nurture and promote area artists and artisans, develop art appreciation among all ages, provide the community access to fine arts and crafts from outside the region and draw attention and visitors to Southeast Ohio.

Position Type: Part-time, 20 hours a week

Reports To: Executive Director

Compensation: \$12/hr, biweekly payroll schedule

Diversity Statement:

Diversity is a core value at The Dairy Barn Arts Center. We are passionate about building and sustaining an inclusive and equitable working and learning environment for all visitors, students, and staff. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

Job Description:

The Administrative Assistant provides administrative support to the Executive Director and other core Dairy Barn staff through a variety of tasks including but not limited to answering phones, data entry, bulk mailing facilitation, responding to questions about special events, and gift shop assistance. Tasks will vary day to day, and basic technology, writing, editing, and organizational skills are required.

Qualifications:

- EDUCATION MIN. REQUIREMENT
 - Associates degree preferred, but not required.
- EXPERIENCE REQUIREMENT
 - At least four years of experience in a professional work environment.
- SKILL REQUIREMENTS
 - Advanced organizational skills and attention to detail.



- Technology skills, particularly with Excel, database systems, social media, G-Suite, and basic marketing tools. This position will be required to quickly adapt to technology changes as our organization continues to grow and change.
 - Ability to write in a professional setting, and to edit others' writing for errors.
 - Knowledge of clerical and administrative procedures such as filing and record keeping.
 - Friendly and professional demeanor when working with the public, volunteers, and fellow staff members.
 - The ability to create an open and welcoming environment that is accessible to people of all abilities.
- SKILLS STRONGLY PREFERRED
 - Knowledge of basic bookkeeping procedures and healthy internal controls.
 - Ability to think outside the box. We are consistently looking for better ways to streamline, digitize, and enhance our mission. All ideas are welcome to the table, and creative thinking is always encouraged.

Primary Job Responsibilities:

- Maintain accurate membership and donation records in our CRM system, Little Green Light.
- Answer phones, schedule meetings, and field emails and questions to appropriate staff members.
- Give wedding and event tours to those wishing to rent space at The Dairy Barn.
- Fill-in hours in our Gallery Shop as needed.
- Help set-up events, welcome guests in the gallery, and schedule volunteers.
- Other duties as assigned. All staff wear many hats, and go above and beyond to help one another with tasks throughout the year. Flexibility is key!