

# **ROBESON COUNTY ARTS COUNCIL**

## **Program Administrator**

### **Job Description**

The Robeson County Arts Council is looking for an experienced part-time administrator to manage administration, marketing and program support for a growing county arts council. This is a ten month contract position. Position will report to the board of directors. Primary duties include:

### **Administrative**

- Process mail relating to SmART Initiatives Grant, handle correspondence and maintain database of members, donors, artists and volunteers, including regular backup.
- Coordinate meeting logistics and prepare materials for RCAC board meetings, SmART resource team and board committees, and take minutes as required.
- Work with North Carolina Arts Council representatives to coordinate tracking systems for SmART initiative.
- Work with Board treasurer to maintain financial records, deposits and payments relating to SmART Initiatives Grant; ensure timely mailing of payments and timely deposits.
- Manage annual fundraising campaign mailing and donor correspondence

### **Marketing**

- Assist with content, forms and perform regular updates for website.
- Develop social media campaigns for all Robeson County Arts Council programs and maintain a consistent social media presence.
- Develop monthly email communication for the Robeson County Arts Council that promotes the county's arts organizations and activities and builds public value for the RCAC.

### **Program Support**

- Support Art on Elm with booth registration, preparing sponsor packets and.....

### **Qualifications**

- Requires a working knowledge of nonprofit arts management or project management.
- Ability to work effectively with nonprofit organizations, volunteers and government agencies is essential. Must have strong customer service skills, problem-solving abilities, demonstrate strong initiative and good judgment, and have excellent administrative and communication skills and have experience working with diverse stakeholders.
- Employee must have experience planning the logistics of meetings, conferences, workshops and/or other events. Must be able to prioritize, organize and review administrative and program workflow and procedures.
- Must be proficient in Microsoft Office suite software products with some experience working in on-line systems and forms.
- Availability to work some nights and weekends.

**Compensation**

The position is a 10-month contract at \$1,500 per month.