



## **Administrative Job Description**

### **1) Office/Center Responsibilities**

- Be courteous to patrons and other guests
- Keep the Admin Desk organized
- Answer the phone when an Art Ambassador (i.e., volunteer) is busy or the position is vacant
- Assist with records, gift shop balance, Art Ambassador binder, and maintaining records/filing
- Provide assistance when training new hires or volunteers
- Assist the Events & Member Relations Administrator with “Thank you” correspondence to donors and members
- Provide resource materials to patrons
- Take messages for staff members with accurate information
- Help with the organization of the Center
- Train and work with Saturday associates
- Create a schedule for Saturday associates (approved by the E.D.)
- Maintain proper opening/closing procedures
- Offer continuous staff support

### **2) Presenter Series and Other Special Events**

- Help the Events & Member Relations Administrator on show nights; setting up, ticket sales, will call tickets, seating, etc.
- Knowledge of the seating chart and ticket sales

### **3) Physical Requirements**

- The administrative associate will perform physical tasks on occasion. S/he should be able to sit or stand for extended periods of time, have the ability to lift objects weighing up to 25 lbs., and the ability to climb stairs in order to reach storage rooms. The setup and break down of tables and chairs for Turner Center events occurs on a regular basis, and all employees are expected to help when needed.

### **4) Working Conditions**

- The administrative associate generally works up to a 10-15 hour work week, Monday – Saturday. S/he must be available to work Saturdays and occasional weeknight events, as after-hours events hosted by or in the Turner Center will sometimes require working outside of normal operating hours on weeknights and weekends.

### **5) Work with staff to learn and share information about all upcoming events**

- Be informed of events to ensure patrons’ questions and requests are properly addressed
- Process ticket sales, gallery and gift shop sales, class enrollment, memberships, etc.