



EVENTS AND MEMBER RELATIONS ADMINISTRATOR

JOB PURPOSE

The Events and Member Relations Administrator serves as a high-functioning, knowledgeable, and organized representative of the Turner Center, responsible for coordinating events and venue rentals and overseeing the recruitment, communication, and maintenance of our diverse memberships.

JOB DUTIES AND RESPONSIBILITIES:

- Be informed of events to insure patrons' questions are properly addressed
- Keep Center reception area organized with current info about Center activities
- Answer the phones when an Ambassador or P/T staff is busy or the post(s) is vacant
- Oversee membership operations such as the annual membership drives and other member-focused activities
- Support current and prospective members and donors through relationship building, correspondence, and recordkeeping
- Oversee Gift Shop sales, inventory, and display
- Oversee ticket sales and class registrations
- Coordinate with CAG and oversee Ambassador Binder and other CAG assistance
- Coordinate with Saturday associates, providing training when necessary
- Know the proper opening/closing of facilities
- Assist with organization and dispersal of marketing materials
- Be willing to assist staff and perform other duties as assigned

OTHER DUTIES AND RESPONSIBILITIES:

1. Presenter Series

- Meet all timelines for Presenter Series season pertaining to ticketing
- Order tickets, create, organize and file ticket order forms
- Contact previous season ticket holders for renewal of tickets
- Update and maintain digital files for season ticket holders and seating chart
- Assign seats to new and changing season ticket holders and single show ticket holders
- Send out mailings to previous ticket holders, sponsors and comps in partnership with the Executive Director

2. Special Events/Facility Rentals

- Work with the Executive Director and Special Events committee to plan and execute events
- Coordinate with volunteers and vendors to ensure a smooth and successful event for patrons
- Manage organizational calendar to ensure that rentals and special events do not conflict with programming or facility maintenance
- Track and manage all facility rentals and rental requests that take place on the campus through detailed scheduling and by keeping an orderly system

3. **Assist Finance Administrator with Receipting and balancing of incoming sales and deposits.**
- Balance gift shop sales and prepare deposit with the Finance Administrator
 - Create daily credit card sales report and input into digital receipting system on alternating schedule with Administrative Assistant
 - Oversee information regarding gift shop commissions and sales

QUALIFICATIONS:

- BFA or BA degree preferred
- Proficiency in Microsoft Office and Social Media
- Possess strong organization skills
- Willingness and ability to communicate with people of diverse cultures
- Ability to work competently in a high-stress environment
- Ability to meet deadlines and possess strong time-management skills

WORKING CONDITIONS:

The Events and Member Relations Administrator generally works a 35.5-hour work week, Monday – Friday. Additional hours may be authorized as work demands increase, such as ticket sales, for example. After-hours events hosted by or in the Turner Center will sometimes require working outside of normal operating hours on weeknights and weekends.

PHYSICAL REQUIREMENTS

The Events and Member Relations Administrator may 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 Center events occur on a regular basis, and all employees are expected to help when needed.

SALARY/BENEFITS

Negotiable

APPLICATION

To be considered, applicants must submit a completed application form (available at turnercenter.org) to the Annette Howell Turner Center for the Arts 527 N. Patterson Street, Valdosta, GA 31601, or email to Sementha Mathews at smathews@turnercenter.org. The Turner Center for the Arts is an Equal Opportunity Employer.