



- Position:** Operations Coordinator
- Reports to:** Executive Director
- Schedule:** Approximately 20 hours per week; generally Monday-Friday as mutually agreed upon by Coordinator and Executive Director with flexibility for days and times. Required attendance at board meetings (4 times a year), National Arts Advocacy Day in Washington, D.C. in March, and Ohio Arts Day in May.
- Salary:** Negotiable depending on work schedule; ideally \$20,000 as a part-time position.
- To Apply:** Please send resume and cover letter to Bill@OhioCitizensfortheArts.org by January 31, 2018

Overall Purpose of the Job:

General support to the Executive Director (ED) and of organization duties and activities. Opportunity to become immersed in the arts world and to develop own role in organization. Key responsibilities include developing relationships with members, maintaining membership database, planning and implementing events, handling office administrative tasks; additional responsibilities could include social media management, website design, graphic design, marketing, and political advocacy.

Responsibilities:

Membership Management:

- Update and maintain membership database
- Prepare and send monthly membership invoices and thank you letters
- Develop and maintain good working relationships with members
- Work with ED on membership retention and growth

Event Planning:

- Assist ED with planning and implementing all activities related to National Arts Advocacy Day in Washington, D.C.
- Assist ED with implementing all activities related to Ohio Arts Day, including, but not limited to: marketing, event registration, arts day briefing, student advocates program, development of literature, legislative packets, Art Day Showcase, recruiting and coordinating volunteers and ushers, venue coordination and preparation, site performances, registration, and statehouse activities.

Communications:

- Draft communications to members on events and advocacy calls to action
- Work with ED to produce e-newsletters and execute a social media strategy
- Work with ED to develop and implement a plan for updating website content

Administrative:

- Answer telephones, check messages, order supplies
- Manage accounts receivable and payable; deposit checks
- Prepare Board and Executive Committee agendas, handouts, and meeting minutes

Support or manage special projects or other duties as identified and directed by the ED.