

Administrative Assistant (PART-TIME)

The New Mexico Art League is accepting applications for a part-time Administrative Assistant starting in October - November 2023. The successful candidate will be an integral member of the staff.

ABOUT THE POSITION

The primary responsibility of the Administrative Assistant is to provide support for the Executive Director and attend to students and visitors at the New Mexico Art League. This position is permanent/part-time.

REPORTS TO

Executive Director of the New Mexico Art League

GENERAL REQUIREMENTS

Availability to work 20 hours per week including Saturdays and occasional evenings for receptions, demonstrations and lectures.

An outgoing, friendly, professional, and enthusiastic attitude.

Ability to communicate positively with patrons to take care of their needs efficiently and courteously.

Ability to work flexible hours according to event schedules.

Proficiency in Apple computer software, including Microsoft Excel.

Ability to lift 20 lbs.

Fully vaccinated against COVID-19.

The description below identifies the major responsibilities and requirements of this job. There will be a three month probationary period.

DUTIES AND RESPONSIBILITIES

Under the direction of the Executive Director:

- Present a positive first impression of the Art League by offering personal, friendly, individualized customer service.
- Provide students and visitors with information about the Art League classes, workshops and events either in person or over the phone.
- Track and process registrations, correspondence and confirmations related to programs, classes and workshops.
- Process all new and renewal memberships update records in Wild Apricot membership program (training provided).
- Assist with the receipt, safe handling, installation and return of all works of art for the exhibitions.

- Send regular monthly press releases to local publications and websites who post our announcements of calls for entry, exhibitions and receptions, and classes and workshops.
- Stay in touch with local Arts Editors who might be interested in featuring one of our exhibits.
- Maintain and nurture relationships with regular patrons, board members, donors, sponsors, members, and the general public, encouraging new guests to visit on a more regular basis.
- Perform other duties and special projects as assigned.

HOW TO APPLY

Please email or mail a résumé and cover letter (which should include your availability) to Buffy Nelson, Executive Director, New Mexico Art League, at bnelson.newmexicoartleague@gmail.com or New Mexico Art League, P.O. Box 16554, Albuquerque, NM 87191.