



May 2022

Marketing and Administrative Assistant – Job Description

Homer Council on the Arts (HCOA) provides, supports, and promotes arts access, education, and advocacy for all residents of and visitors to the Homer, Alaska region. The Executive Director supervises and is assisted by the Communications and Development Coordinator and the Marketing and Administrative Assistant in managing HCOA's day-to-day business operations and in planning and implementing programs.

Marketing and Administrative Assistant will work with other staff to:

- Develop & facilitate timeline for promotion and outreach for maximum community participation of events and programs.
- Develop promotional and collateral material for programs and special events.
- Disseminate marketing materials to local media, schools, physical advertising sites, and community partners.
- Maintain website, social media presence, and newsletters.
- Greet and serve the public on the phone and in the gallery in a respectful, attentive, and cheerful manner.
- Ensure the security of artworks, power and de-power of exhibition A/V components, and provide gallery access (open/close duties including security, cash control, and potential snow or weather mitigation).
- Process gallery sales, ticket sales, and event registrations.
- Monitor front office, gallery, back room, and bathrooms. Communicate with Executive Director about facility supply and repair needs.
- Monitor and forward mail as appropriate.
- Provide administrative support for Executive Director and Communications and Development Coordinator as needed.
- Provide staffing support at some evening or weekend events.
- Other duties as assigned.

Desired Skills

- Ability to work independently and with a small team.
- Ability to learn and adopt new software and technologies.
- Layout and design experience—familiarity with Adobe Suite a bonus.
- Comfort greeting and interacting with the public.
- Mathematics proficiency to conduct point-of-sale transactions, make change, and process refunds as needed.

Schedule and Compensation

- This is a non-exempt hourly position, starting at 20 hours per week with the potential of expanding to 30hrs. Specific hours to be established with the Executive Director, with all staff coordinating to share coverage for gallery operation of 1-5pm Mon-Sat.
- Starting pay \$16-18 per hour.

To Apply

Submit cover letter and resume to director@homerart.org with "Admin Assistant" in the subject line.