

# The Clay Studio of Missoula – Employment Opportunities

The Clay Studio is currently seeking an Office & Reception Coordinator!

## About the Office & Reception Coordinator Position

We are seeking a motivated individual who thrives working in a collaborative environment. The ideal candidate will be highly organized, detail-oriented, and capable of managing a variety of administrative tasks to support our organization's operations and programs. We are looking to add a person to our team who values the impact art has in our community and has interest in the potential to further develop their role at The Clay Studio of Missoula. This position will directly report to the Executive Director and supports all office staff and functions. This is currently being offered as a full-time salaried position.

## About the Clay Studio of Missoula

The Clay Studio of Missoula provides the general public with affordable access to high-quality ceramic art instruction. We offer a wide array of ceramics classes and workshops to adults and children of all levels of skill, provide local ceramicists with inexpensive access to studio space and professional quality equipment, host resident artists from across the country who are able to share their ideas, experiences, and techniques with our students, and hold exhibitions of contemporary ceramic works and representing a number of regional ceramic artists in our gallery.

### **Office Manager Job Duties:**

- Gallery management, including:
  - Reception during weekday gallery hours (12-5pm M-F);
  - Sales processing & customer support;
  - Receipt and management of incoming artworks.
- Managing and maintaining various key operational systems, including:
  - Financials (basic bookkeeping with Quickbooks);
  - Class registration (incl. timely administrative support to instructors);
  - Rentals (payment processing, waitlist, new renter orientation, etc.);
  - Membership (registrations, renewals, new member orientation, etc.);
- Supporting organizational communications, including:
  - Responding to general inquiries (phone, email, in-person);
  - Updating website & social media platforms;
  - Supporting the development of newsletter, press releases, promotional materials;
  - Creating signage, schedules, fliers as needed.
- Supporting special activities and fundraisers as designated by the Executive Director.
- Attending to other responsibilities as deemed necessary by the Executive Director to improve programs and facilities.

### **Job Requirements:**

- Prior experience as an Office or Administrative Assistant, or similar role.
- Strong organizational and multitasking skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Drive.
- Basic knowledge of bookkeeping and financial management principles.
- Excellent written and verbal communication skills.
- Experience with customer service.
- Familiarity with database management and social media platforms.

- Ability to work independently and as part of a team.
- Ability to show up to work on time and with consistency
- Physical demands of job would require individual to occasionally lift and/or move up to 25 pounds and to climb stairs

### **Desired Skills**

- Experience in the non-profit sector.
- Knowledge of arts administration, education and community engagement
- Gallery, marketing, or retail experience
- Familiarity with Square POS
- Experience with Adobe InDesign and Photoshop
- Experience with working with FileMaker or similar database programs
- Experience with and a passion for ceramics and arts education

### **Attributes:**

- Self-motivated and proactive
- Detail-oriented with a high level of accuracy
- Strong interpersonal skills and ability to build relationship
- Flexible and adaptable to changing priorities

### **Work Hours and Compensation:**

Must be available to work weekdays until at least 5pm and help during occasional special events.

**STARTING SALARY RANGE:** \$35,000-\$38,000+. Awarded salary will be commensurate with qualifications and experience.

Start date: Ideally by September 2, 2024

**Additional Employee Benefits:** Complimentary membership and access to ceramics studio use

Would qualify for the following benefits after probationary period/minimums are met:

- Monthly Health Care Stipend
- SIMPLE IRA Contribution
- Employment Development Funds
- Paid Holidays & Paid Time Off

### **To Apply:**

To be included in our first round of application reviews, please submit applications via email

**by 11:59 pm MDT Wednesday, July 17, 2024 to:**

Shalene Valenzuela, Executive Director

[director@theclaystudioofmissoula.org](mailto:director@theclaystudioofmissoula.org)

Applications submitted after that date may be considered until the position is filled.

The Clay Studio of Missoula is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please submit the following items (preferably in a pdf or word document) with your application:

- cover letter outlining your interest in the position
- resume
- list of three professional references with phone number and email contact information