



Join our Textile Center team!

Arts Administrative Assistant

Textile Center is unique as a national center for fiber art, with a mission to honor textile traditions, promote excellence and innovation, nurture appreciation, and inspire widespread participation in fiber art.

The Center's resources include exceptional fiber art exhibitions, an artisan shop, a professional-grade dye lab, a natural dye plant garden, and one of the nation's largest circulating textile libraries open to the public.

textilecentermn.org



ARTS ADMINISTRATIVE ASSISTANT JOB POSTING

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| Job Title: | Arts Administrative Assistant |
| Status: | Full time, Non-exempt |
| Hours: | 36-40 hours/week; Benefits eligible |
| Pay Rate: | \$19 per hour |
| Reports to: | Executive Director |
| Schedule: | Monday – Friday, on site (occasional evening/weekend for special events) |

POSITION SCOPE AND PURPOSE

Textile Center has entered an exciting era of growth, and we are seeking a talented, self-motivated Arts Administrative Assistant with strong organizational skills to support our administrative operations. This position is ideal if you are looking to build a career in arts management and gain experience working with a dynamic team in a long-standing, respected member of the Twin Cities nonprofit arts sector. You will work with our team of seasoned arts leaders and will have the opportunity to learn about the inner workings of Textile Center.

This position will report to the Executive Director and requires the ability to assist with and balance a number of projects at any given time.

A national center for fiber art, Textile Center's mission is to honor textile traditions, promote excellence and innovation, nurture appreciation, and inspire widespread participation in fiber art. We are in Minneapolis, just steps from the Prospect Park Green Line light rail stop.

SPECIFIC DUTIES

Administrative Support:

- Provide administrative assistance to the Executive Director.
- Assist ED with fundraising tasks, including detailed schedules, maintaining databases, preparing funder and grant reports, and donor acknowledgment letters using mail merges.
- Assist with organizing Board and committee meetings, including scheduling, sending reminders, and organizing set-up and catering when necessary.
- Maintain comprehensive and accurate records, including meeting minutes and organizational archives.
- Assist with facilities operations including coordination with vendors, making semi-weekly rounds about the building to ensure all is in order within the facility, etc.

Communications:

- Assist with the maintenance of general organizational and fundraising pages on Textile Center's website.
- Support Communications Manager in the production of Annual Reports, donor newsletters, special event marketing materials, and similar publications.
- Maintain Textile Center's internal Board website.
- Support Communications Manager in the collection and organization of content for the biweekly Textiles on the Town e-newsletter.

Special Events, Tours, and Member Services:

- Assist with Textile Center's organizational-wide events including the Textile Garage Sales, annual meetings, community open house, and other events (such as our Fiber Art for All week in February).
- Support the production of special events, including exhibition receptions, silent auctions, and member/donor activities, etc.
- Support Executive Director with the planning and implementation of international and regional tours, including marketing, interest lists, registrations, etc.
- Serve as the go-to person for questions related to Textile Center membership benefits and inquiries.

Additional Duties

- Answer main telephone line when Shop team cannot; respond to general inquiries.
- Open and disseminate mail to staff.
- Maintain office/facility supplies and place orders within budget.
- Perform other support functions and duties as required.

BENEFITS

- Health insurance (Textile Center pays 80% of employee's monthly premium)
- Insurance: Life, AD+D, ST/LT disability (Textile Center pays 100%)
- Dental insurance, flexible spending account, retirement savings plan
- Paid vacation, sick, and holiday time
- Discount on Shop purchases; free and discounted class opportunities

RELATIONSHIPS

This position reports to the Executive Director and works closely with the Director of Finance and Operations, Director for Artistic Advancement, Communications Manager, and Database and Systems Specialist.

QUALIFICATIONS

- College degree preferred plus required minimum 2 years of experience in office environment; or minimum 4 years related experience.
- Strong interpersonal skills, and excellent verbal and written communication skills required.
- Highly detail-oriented, well-organized, and comfortable with template work required.
- Experience with website maintenance in WordPress required.
- Proficient with Microsoft Office Outlook/Office 365 (Word, Excel, Powerpoint) required and Salesforce preferred.
- Office assistance experience at an arts organization, gallery, or nonprofit organization preferred.
- Familiarity and/or experience with fiber arts preferred.
- Ability to lift in excess of 20 pounds, and move/push 30 pounds.
- Ability to stand or sit for long periods of time; bend, stretch, engage in repetitive motions; push, pull, and carry items (classroom equipment, artwork, boxes etc.) for short distances.
- Ability to use stairs, climb a ladder, and use a step stool.
- Fully vaccinated for COVID-19.

EQUIPMENT + SOFTWARE

- Computer, mouse, keyboard, telephone, copy machine, printers, and photographic equipment.
- Proficient with the Microsoft software.
- Experience with: Salesforce (or related database system); design programs such as Adobe Creative Suite or Canva; and online web and communications platforms such as WordPress, Weebly, Constant Contact, Mail Chimp, SurveyMonkey, Doodle, etc.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the discretion to add or change the duties of the position at any time.

Textile Center is an equal opportunity employer and considers all qualified applicants for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, or veteran status. View our declaration of anti-racism here: textilecentermn.org/declaration-of-anti-racism/

Applicants for this position must successfully pass a background screening, and/or additional skills test as determined by management.

TO APPLY:

Please send cover letter, current resume, and 3 professional references to:
Karl Reichert, Executive Director, at kreichert@textilecentermn.org.