

# main street arts



## **Job Title: MSA Communications and Operations Manager**

Contract Period: April, 2025-April, 2026 (3 month probationary period)

- Hours: 20hr/week
- Hourly Rate: \$18 - 23/hr, commensurate with experience

### **MSA's Mission**

Main Street Arts strengthens personal growth and community well-being through diverse arts experiences and social connection.

### **MSA's Values**

These guide us as we make decisions about programs, spending, human resources, and our physical space. Main Street Arts commits to using these values in our work:

- **Accessibility:** We reduce physical, cultural, and financial barriers;
- **Openness:** We listen to new ideas, reflect, learn, and change;
- **Play:** We are flexible and creative in our approach;
- **Belonging:** We strive to be welcoming so that people feel at home in our programs and spaces.

### **MSA's Vision**

Through participating in MSA programs, community members:

- Identify ways to access the arts,
- Play with the creative process,
- Feel confidence to create, and
- Experience interconnection with fellow community members in our region.

### **Job Description:**

Main Street Arts (MSA) is seeking a part-time **Communications and Operations Manager** to support the organization's operational and communications tasks. The ideal candidate will be highly organized, possess excellent communication skills, and demonstrate proficiency in office management and event coordination. The position entails a variety of responsibilities, split between office tasks and communications-related activities. If you are a highly organized and proactive individual with excellent communication skills and have a personal interest in the arts as a tool for community building we invite you to apply. Join us in supporting the vibrant arts community at Main Street Arts!

### **Communications Tasks:**

Social Media Management:

- Post weekly events on social media platforms to promote MSA activities and engage with the community.

Publication Organization:

- Organize content for quarterly class publications and ensure timely distribution.

#### Posters and Website Updates:

- Update class and event posters as needed.
- Collaborate with the communications chair to update the MSA website content regularly.

#### Class Schedule Coordination:

- Coordinate with teachers to manage class schedules and ensure accurate and timely communication.

#### Newsletter Collaboration:

- Collaborate with the program director and communications chair to organize content for the monthly newsletter.

#### Event Publicity & Organization:

- For large events, lead publicity efforts through channels such as FACT-TV interviews, social media posts, and press releases.
- Coordinate volunteers to help set up and clean up events

### Office Tasks:

#### Manage External Calendars:

- Maintain and update MSA's external calendars, ensuring accurate scheduling and booking of rooms for various events and activities.

#### Front Desk Management:

- Regularly check the phone for messages, responding promptly or directing inquiries to the appropriate individuals.
- Monitor the [info@mainstreetarts.org](mailto:info@mainstreetarts.org) email, responding to messages or forwarding them as necessary.
- Welcome visitors during open hours and some special events

#### Mail Handling:

- Check the mail 1-2 times a week and promptly email images of checks to the accounting department for processing.

#### Class Registrations:

- Manage registrations for classes, including follow-ups with individuals regarding payments and addressing any questions or concerns.

#### Building maintenance:

- Order and maintain office supplies to ensure smooth daily operations.
- Coordinate with outside maintenance crews to ensure the building is well maintained such as cleaners, elevator operator, fire alarm company, heat pump maintenance etc..

#### Background Checks:

- Coordinate and manage background checks for teachers working with youth and elders.

#### Building Rentals:

- Manage inquiries for booking building rentals

### Qualifications:

The ideal candidate will meet the following qualifications:

- **1-5 years of Office Management experience:** Proficiency working in Google Docs, managing course registrations, maintaining accurate program calendars
- **1-5 years of graphic design experience:** Proficiency in a graphic design platform, such as Canva
- **1-5 years of experience in Social Media Management:** Proficiency with social media platforms

- **Communication Skills:** Exceptional communication skills, both written and verbal, and a keen attention to detail
- **Passion for Community Engagement:** Genuine passion for community engagement and a deep appreciation for the role of the arts in fostering community connections.
- **Financial Management:** Knowledge of Quickbooks and/or LittleGreenLight encouraged

**Benefits:**

- Flexible schedule with some opportunities for hybrid work
- For artists, opportunities to teach a class if applicable
- This is a salaried position, supervised by the Program Director