

## **Job Description**

### **Office Administrator/Store Front Manager**

#### **KEY ACCOUNTABILITIES:**

##### **Management/Supervision**

1. Oversee daily opening and closing procedures, including handling of alarm system.
2. Oversee cashier/salesclerk and volunteer duties related to the daily storefront operations of the Coast Collective Art Gallery, Artisan Gift Shop and Education Program.
3. Oversee daily cash related duties – opening/closing balances, lock up, etc. Supervise volunteer cashiers and assist in all Consignment Till operations.
4. Oversee the coordinating of hospitality for openings, talks and other Gallery, Artisan Gift Shop and/or special events.
5. Oversee maintenance of supplies of materials and tools required for Artisan Gift Shop and gallery use, including site consumables like toilet paper, paper towels, soap, etc., and all required office supplies (keep a shopping list updated), in accordance with CCAC policies and procedures.

##### **General Administration**

6. Maintain a good understanding of all CCAC Policies and Procedures and of how all CCAC programs run. Stay up to date on all schedules, including gallery shows, receptions, classes/workshops, events, etc.
7. Respond to phone calls and emails daily as required.
8. Oversee inventory management and merchandizing duties related to the CCAC Galleries, Artisan Gift shop, Education Centre and off-site exhibitions.
9. Oversee the creation and/or maintenance of up-to-date procedural/policy documents.
10. Prepare and maintain all necessary documents required in all program areas, in accordance with CCAC policies and procedures.
11. Maintain all files, digital and hard copy, in a tidy and comprehensive manner.
12. Maintain digital and hard copy files pertaining to all CCAC/SASI members.
13. Ensure digital images, video documentation, catalogues, etc are added to the CCAC database and properly archived.
14. Work with CCAC graphic designer to prepare and proof exhibit posters.
15. Maintain website information – post about upcoming shows, calls to artists and events - update and correct pages as necessary to keep information current.
16. Oversee and assist the volunteer website assistants, as necessary.
17. Prepare, distribute and handle invoices as required, under direction of the ED.

18. Maintain a clean and orderly environment in all work areas, ensuring that tools, materials and equipment are properly maintained and stored, in accordance with CCAC policies and procedures.
19. Perform other tasks as deemed necessary by the ED.

### **Communications/Promotion**

20. As directed by the ED, ensure consistent communication is maintained with SASI/CCAC members and relevant information is circulated regularly. ie. updates/newsletters
21. Under the direction of the ED work with members, artists and gallery clients to produce promotional materials for all CCAC programs/projects, including contributing to the creation of web and social media content and online advertising for shows, events and classes.
22. Work with the ED to screen/select paid advertising opportunities and produce content for paid advertising.
23. Work with artists, gallery clients and other management team members to produce and maintain an inventory of visual images to promote all CCAC programs.
24. Work with the ED, and other Management Team members to maintain the Coast Collective's contact with the community and media through public relations.
25. Attend CCAC events and opening, when possible within the works hours specified. Attendance at after-hours events is encouraged but not mandatory.

### **Main Gallery Coordination**

26. Work with the ED, CCAC Gallery Committee and Adjudication Team to plan, coordinate and present visual art exhibitions and related public programming for the Main Art Gallery.
27. Coordinate the gallery show adjudication process - from receiving the applications online, building and passing adjudication web form to the adjudicators, compiling results and responding to applicants, and compiling all corresponding paperwork required for each show.
28. Assemble documentation of each Coast Collective-produced exhibition, including CT inventory.
29. Under the direction of the ED, communicate with artists, social media and press release teams in the promotion of gallery exhibitions.
30. Attend Coast Collective events and openings, when possible within the work hours specified. Attendance at after-hours events is encouraged but not mandatory.

### **Artisan Gift Shop and Participating Members Coordination**

31. Work with the ED, CCAC Artisan Gift Shop Coordinator, the CCAC Merchandizing Team and the Participating Artist Adjudication team to plan, coordinate and present locally made fine art, craft and other products for sale through the CCAC Artisan Gift Shop.
32. Work with the ED, CCAC Membership Coordinator/Artisan Gift Shop Coordinator to process membership applications.
33. Work with the ED, CCAC Membership Coordinator, Artisan Gift Shop Coordinator and Scheduling Coordinator to coordinate the Participating Artist Member service hours program and scheduling of daily volunteer staff.

### **Classes/Workshop Program**

34. Assist in updating classes/workshop related information daily as required in the database, on the website, in the books, on the calendar and in the Instructor Sample Gallery.
35. Prepare and send out necessary reminders and communications in relation to classes/workshops.
36. Create and receive Instructor Contracts and maintain individual files, hard copy and digital.
37. Prepare Instructor Packages – Class List, Name Tags, Class Evaluation Reports, as necessary
38. Coordinate arrangements for keys/codes with instructors, as necessary.
39. Communicate with students and instructors to answer queries, as needed.
40. Maintain record of student credits and handle refunds.

### **Special Programs Coordination**

41. Under the direction of the ED, work with SASI/CCAC community partners (i.e. West Shore Arts Council, Island Illustrators' Society, Juan de Fuca Arts & Crafts Guild, Sooke School District, Surface Design Association) to develop mutually beneficial program, project and event collaborations (i.e. Big Canadian Stuff – Eh! collaboration with the Island Illustrators' Society, Eco-Threads collaboration with the Surface Design Association, Annual Sooke School District Student Art Show, Annual Children's Earth Day Show).
42. Liaise with the Westridge Gallery, Art Space and Roaming Gallery Coordinators to facilitate the orderly provision of those programs. Assemble and maintain documentation of each exhibition, including CT inventory, poster coordination, and promotion, as necessary.
43. Work with the ED and other management team members to implement SASI/Coast Collective fundraising initiatives.

### **Preferred Qualifications, Skills and Experience**

1. Excellent command of the English language, written and oral, is required.
2. Computer literacy, including MS Word and Excel is required. Website experience is an asset.
3. Excellent organizational skills, including project/event management.
4. Knowledge and understanding of contemporary art practices.
5. Knowledge of the retail sales environment, including customer service and point-of-sale experience, operating a cash register, processing cash, debit and credit transactions, etc.
6. Able to meet deadlines and work under pressure.
7. Human resource management skills are required, including discretion in personnel matters and the ability to delegate tasks and effectively supervise volunteers; must be adept at building and managing mutually beneficial relationships.
8. A related post-secondary degree is an asset.
9. Prior experience serving on or working with/for a non-profit Board of Directors is an asset.