



Main Office: 495 E. Colorado Blvd., Pasadena CA 91101 P: 626-578-9315 F: 626-578-9894 www.artsed411.org
Sacramento Office: 1121 L Street, Suite 510, Sacramento, CA 95814 P: 916-440-1855 F: 916-448-7801

POSITION ANNOUNCEMENT OFFICE ADMINISTRATOR

California Alliance for Arts Education seeks a full-time Office Administrator who will conduct and coordinate administrative activities for the California Alliance office and the Executive Director. Duties will include assisting the Executive Director and Policy Director with communications and varied administrative activities, coordinating Board of Directors meetings and other constituent events, maintaining a membership and donor database, updating content on website and e-newsletter, handling phone calls and requests for information, overseeing the work of contracted vendors (printers, graphic designers, web consultants, accountants, insurance providers), acting as staff liaison to board committees, and maintaining administrative and programmatic files.

The Alliance is in its fourth decade of working to build a brighter future for our state by making the arts a core part of every child's education. Over its 33-year history, it has advanced its mission to *promote, support and advocate visual and performing arts education for preschool through post-secondary students in California schools*. With an annual budget of \$845,000 and 3 full-time staff and 4 part-time contractors, it is the only statewide organization that brings together all primary constituencies for arts education, including arts organizations, K-12 teachers, professional teacher associations, state and local education departments, professional development providers, parents and PTAs, and interested community members in higher education and business.

A member of the Kennedy Center Alliance for Arts Education Network, the California Alliance serves both as a field builder and technical assistance provider, working with its broad cross-section of constituents to develop policy and advocate for change at both state and local levels. In 2005-06 and 2007-08, the Alliance played a major role in the successful campaigns that resulted in the largest known state-funded expenditure for arts education in public schools in California and nationwide.

To apply, submit a cover letter, resume and 3 references via email to:
Laurie T. Schell
Executive Director
California Alliance for Arts Education
laurie@artsed411.org

To learn more about the organization go to:
<http://www.artsed411.org/>

Major Duties and Responsibilities:

Administrative/ Office Management:

- Provides support for Executive Director
- Coordinates schedules for senior staff
- Manages relationships with vendors and insurance providers
- Provides technology trouble-shooting and support
- Maintains inventory of equipment and supplies

Membership Development/Fund Development

- Manages membership tracking, including membership solicitations, renewals and acknowledgement letters, report generation
- Maintains/updates database
- Monitors and tracks pledges and donor recognition
- Manages grants receivable and reporting

Communications:

- Assembles and edits text for bi-weekly e-newsletter. Formats copy as HTML. Updates subscriber database.
- Regularly maintains Alliance web site including text additions and deletions, creating hyperlinks, uploading documents and creating new HTML pages using existing web page template.
- Manages publication of bi-annual print newsletter, Board materials, membership brochures and other forms of strategic communication, including press releases, mailings, memos, announcements, etc. Includes managing development of content, design, printing and distribution.

Board of Directors and Community Relations:

- Coordinates logistics for Board meetings, conference calls, retreats, conferences and special events, working with outside contractors and facilities personnel. Includes limited weekends and in-state travel.
- Staffs Board or volunteer committees

General

- Represents CAAE to the public, works effectively with constituents, including Board members, teachers, nonprofit arts organizations, contract workers, and the general public
- Evaluates program success on an event-by-event or overall basis, making recommendations for future improvements or enhancements
- Performs other related duties in support of the Executive Director, as required

Job Qualifications

Education: BA or BS degree preferred in the areas of arts administration, public administration, non-profit management, or business administration

Experience: 5 years of experience working in arts management, non-profit organizations, or fundraising; previous experience in supporting executive staff

Knowledge, Skills, and Abilities:

- Exemplary communication and interpersonal skills to interact effectively with the education community, arts/nonprofit organization personnel, and the general community; pleasant, outgoing professional presence in telephone and face-to-face communication
- Strong organizational, logistics, time management, and coordination skills
- Understanding of basic budget concepts and processes, grant monitoring and management, contract management
- Strong written and spoken communication skills
- Flexibility
- Ability to work cooperatively on a variety of projects, interacting effectively with Alliance staff and contractors, Board members, program constituents and participants, and the community
- Ability to work independently and carry out assignments with accuracy and within stated timeframe
- Aptitude for one or more areas of specialization, such as strategic communications, fundraising, technical proficiency, etc.
- Proficiency using Microsoft Office, Macintosh platform required. Literacy in Dreamweaver, Photoshop (or basic graphics software) and PowerPoint preferred. Knowledge of PC platform.

Evaluation Criteria:

- Meets or exceeds program goals set by the Executive Director
- Develops, strengthens, and maintains positive relationships with program participants and constituents
- Works with staff, contractors, and volunteers effectively
- Interacts effectively with arts education constituency and the community

Reports to: Executive Director

Compensation: Full-time, competitive wages commensurate with experience; health, vision/dental benefits, payable monthly

Start Date: Early August