

# Shell Lake Arts Center Position Description



shell lake arts center  
master teachers. magic setting.

**Position Title:** Office Assistant-Limited Term

**Location:** Shell Lake Arts Center, located in Northwestern Wisconsin

## Responsibilities:

- Perform a wide variety of office activities and services including the preparation of routine correspondence, copying, filing, ordering of supplies, processing of incoming/outgoing mail, preparing marketing materials, updating website, and other duties as assigned.
- Serve as Center receptionist greeting visitors, providing general information, answering/forwarding calls and messages as directed, and assisting students, faculty and other staff as requested.
- Prepare for student and adult registrations by preparing registration materials, check-in sheets, building maps, and nametags.
- Perform routine bookkeeping activities including the tracking and processing of camp registration payments, and recording and maintaining accurate records of deposits.
- Maintain Center databases for student registrations and mailing lists.
- Process mass mailings when needed.
- Process facility rental agreements for the center and work closely with the Shell Lake Schools to coordinate availability of facility usage.
- Work closely with Executive Director to manage the data entry and record keeping of the center donation program.
- Provide assistance and support to other employees and administrative functions as requested.

## Qualifications:

- Must be self motivated and capable of managing multiple tasks at one time
- Prior office experience
- Good organizational abilities
- Good verbal and written communications skills, with the ability to interact positively with students, staff and faculty, board members, visitors
- Intermediate knowledge of and proficiency in the use of computer applications, software including Word, Excel, Publisher, Outlook, Constant Contacts, and office practices procedures
- Music and/or art background preferred

## Compensation:

\$11.00 per hour. This position does not include fringe benefits (insurance, vacation, etc.)

## Contract Period:

Employment hours are scheduled as follows:

February-March 24 hours per week

April-August 40 hours per week

General working hours are Monday-Friday 8:00-4:30 from February to mid June

General working hours are Monday-Friday 7:00-3:30 mid June to August 9

Some weekends and evening may be required based on program needs and special events.

## Application:

Submit resume and contact information for at least two references to:

Tara Burns  
Shell Lake Arts Center  
PO Box 315  
Shell Lake, WI 54871  
Or fax to: 715-468-4570

**Deadline:** All applications must be received in the Arts Center Office by 1/4/19.

**Notification:** Applicants will be contacted once all applications have been reviewed.

**Questions:** For more information, contact Tara Burns at 715-468-2414 or [tburns@shelllakeartscenter.org](mailto:tburns@shelllakeartscenter.org).

## Equal Opportunity:

The Shell Lake Arts Center provides equal opportunities and affirmative action in programs and employment. The Center does not discriminate on the basis of age, race, creed, color, disability, sex, sexual orientation, developmental disability, national origin and ancestry, marital status, arrest record, or non-employment related conviction record. Employment is contingent upon establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986.