



Cain Center for the Arts

Job Description – Visual Arts Associate

Cain Center for the Arts is seeking a Visual Arts Associate to help us fulfill the organization's mission of providing exceptional visual arts, performing arts, and social experiences to the Lake Norman Region. Cain Center's Visual Arts and Education Department presents annual programs including seven 6-week class sessions, 6 curated exhibitions, a 3-month summer camp, and numerous community impact programs. One of the most popular programs is our ceramics program, which has been a part of the Cornelius Community for 20 years.

Reporting directly to the Director of Visual Arts and Education, this role will be responsible for the administrative duties of the Visual Arts and Education Department as well as managing visual arts instructors and part-time staff.

Please note: This position may require significant work time during evenings, weekends, and some holidays.

The Visual Arts Associate will report directly to the Cain Center for the Arts Director of Visual Arts and Education and will manage the Visual Arts Coordinator PT position.

Principal Accountabilities

- Administrative
 - Collect class information for classes to be put on sale
 - Coordinate these with Marketing & Ticketing Departments
 - Overseeing and execution of invoices, contracts, and policy compliance
 - Assists with class registrations, submissions, transfers, and refunds
 - Assist in the upkeep, organization and supply purchase for visual art classes and additional teaching spaces
- Personnel Management
 - Oversee Visual Arts Coordinator with organization of tasks and instructor management
 - Serve as main point of contact for Visual Arts Coordinator, Class Instructors, and Vendors.
 - Interact in a positive way with parents and students
- Other duties as assigned

Qualifications

- Attention to detail
- Strong listening skills
- Strong experience in inventory management

- Ability to be a true team leader – encouraging development and insight of teams while continuing to drive the team toward the goals established.
- Excellent skills in oral and written communications.
- Ability to work independently, exercising judgment and initiative.
- Ability to work under difficult schedules and pressure and produce accurate results.
- Manages discretion in the treatment of sensitive and/or confidential information.
- Commitment to integrating excellent customer service concepts
- Proficiency in Microsoft Suite – PowerPoint, Excel, Word, Outlook, Teams

Desirable Training and Experience

- Minimum High School Diploma; Some College preferred
- 2 years of Administrative Experience
- 2 years of Teaching Experience
- 2 years of Art Studio Management
- 3-5 years of management experience

Expected Division of Duties

- 40% - Administrative
 - Contract Management
 - Data Management
 - Invoice Management and Approval
 - Class Registration and on-sale oversight
 - Artist Submission management
 - Inventory oversight, ordering, and invoicing
- 40% - Management
 - Scheduling of Visual Arts Coordinator
 - Managing of Visual Arts Contract Instructors
- 20% Visual Arts Exhibition Support
 - Implement Curation layout
 - Work with contracted guest curators with art handling
 - Prepare information for exhibition displays
 - Labeling, etc.

FLSA Status/Classification:

The Visual Arts Associate is an hourly Part-Time Employee

Compensation:

- \$20 / Hour
- Expected hours: 30 / week

Application will be open until position is filled

This is an In-Person Position

Cain Center for the Arts is an Equal Opportunity Employer, and as such, we recognize our responsibility to embrace and promote Diversity, Equity, and Inclusion throughout all aspects and levels of our organization including artistic programming, talent recruiting and retention, training, workplace culture, and community engagement.

To Apply: *List Visual Arts Associate and your name in the subject line: example Visual Arts Associate – John Smith.*