

LANSING ART GALLERY & EDUCATION CENTER

COMMUNICATIONS AND PROGRAMS ASSISTANT

As one of Michigan's key cultural resources, Lansing Art Gallery & Education Center inspires and ignites a passion for the visual arts, providing a forum for self-expression and community engagement. Founded in 1965, Lansing Art Gallery and Education Center provides public awareness, education, and enjoyment of the visual arts by promoting the works of Michigan artists. As a non-profit organization, we offer free and accessible opportunities to experience the visual arts through exhibitions, educational programming, and a gallery featuring Michigan artists. Located in downtown Lansing, we are building a legacy through engaging programs, a permanent cultural facility, and public art projects outside the gallery walls.

POSITION OVERVIEW

Communications And Programs Assistant supports the communications and administrative activities related to gallery programs and exhibitions and ensures that goals and objectives are accomplished by the Gallery's mission - to provide "public awareness, education, and enjoyment of the visual arts by promoting the works of Michigan artists." The employee will report directly to the Executive Director.

DUTIES AND RESPONSIBILITIES

- Help grow our brand by creating and disseminating communications related to gallery programs as a visual package (colors, typefaces, logo, overall graphic style) a
- Help grow in scope and manage our online store
- Create website and social media content to represent gallery programs. Complete forms, calendar events, website updates as required
- Supports a wide range of administrative duties related to specific programs, exhibitions, and public art projects.
- Regularly contributes to all-staff initiatives, meetings, and events.
- Contributes to the Gallery's online shared drive system, ensuring that all files and data are saved and organized clearly
- Provides excellent customer service, promoting gallery and education center programs. Responds to the needs and requests of staff, artists, and guests in a kind, professional and expedient manner. Is kind, trustworthy, and honest.
- Adheres to all employer policies and procedures

KEY QUALIFICATIONS:

Education Required: Associate or Bachelor's degree in a related field.

Experience Required: 1-3 years of proven administrative, marketing, program coordination, and customer service in arts administration, non-profit sector.

—Ability to work as a team and collaborate to meet the strategic objectives of the organization and meet deadlines

— Excellent computer skills. Must be computer literate; advanced Microsoft Office skills are preferred; advanced Google Drive skills are essential; proficiency in a MacOS environment required, Adobe, Canva, MailChimp, Square, WordPress.

— Writing and editing; Must have proficient English writing and editing skills, including grammatical precision. Writes clearly and succinctly in various communication settings and styles, including but not limited to project narratives, newsletters, social media, website, and reports.

— Proven work experience in communications/marketing, program management, or similar role

— Enthusiasm for Lansing Art Gallery and Education Center's mission, artistic and education programs, and collective of artists and supporters

— Organized and resourceful — Problem solves independently, not easily overwhelmed with multiple tasks

— Able to prioritize and multitask — Responds to a full docket with efficiency and expediency

— Responsive to feedback — Seeks feedback and applies immediately, takes suggestions with good intent

— Communicative — Able to communicate openly and freely with supervisors and colleagues, in-person and remotely

— Independent — Able to solve problems alone and manage own projects and workload

— Socially and emotionally aware — Able to take the perspective of and empathize with others from diverse backgrounds and cultures, to understand social and ethical norms for behavior, and to recognize resources and supports for yourself and others

— Flexible and understanding — Particularly as it relates to ongoing organizational shifts in response to the COVID-19 pandemic

— A core belief in the values of empathy, inclusion, and equity, as it pertains to a multicultural and racially diverse group of unique individuals

— An ability to communicate (speaking, and more importantly, listening) respectfully, effectively, and inclusively with members of the organization

— Natural curiosity and the willingness to ask questions will be necessary traits: being a part of the Lansing Art Gallery & Education Center team inherently means being willing to learn

— A passion for a broad range of visual art and a core belief in the value of art as an agent for connection and learning

— Confident and willing to deal with problems and new tasks

— Strong interpersonal skills, collaborative, friendly, and humorous, contribute their strengths to projects

SCHEDULE:

Up to 30 hours - working at the gallery, including Saturdays, occasional evenings, and special events. Schedules may include in-person and some in-home work possibilities. Benefits include sales discounts, a cell phone stipend, holiday pay, and paid time off based on a weekly schedule.

PHYSICAL DEMANDS:

While performing the essential duties of this job, physical mobility is required, including prolonged periods of standing or sitting; walking, climbing stairs or balance; stooping, kneeling, crouching, or lifting (up to 40 lbs.). Typing/data entry required.

Work Environment - The employee works in a gallery with some office space, ambient room temperatures, lighting, and traditional office equipment. May occasionally be asked to work outside or in other environments for events (i.e., parks, outside the front of the Gallery).

This job description is not an exhaustive list of all functions that the employee may be required to perform, and the employee may be required to perform additional functions. Additionally, the Gallery reserves the right to revise the job description.

Lansing Art Gallery & Education Center is a non-profit arts organization serving the greater Lansing and statewide communities of Michigan artists. The organization is located in downtown Lansing and features Michigan artists in changing Exhibitions, Education, and a Gallery Shop with a lease/purchase program. Gallery's programs are funded, in part, by the National Endowment for the Arts, Michigan Council for Arts and Cultural Affairs, Ingham County, City of Lansing, Arts Council of Greater Lansing, Mariel Foundation, Capital Region Community Foundation, and the membership of Lansing Art Gallery. An equal opportunity employer, Lansing Art Gallery & Education Center seeks diversity within our organization. Employment programs, activities, and services are provided equally and without regard to race, ethnicity, gender, age, and disabilities.