



WHAT IT'S LIKE TO BE ON STAFF

The Art Center of Corpus Christi staff brings to life the mission of the Art Center:

**Nurture and promote local and regional art and artists
as a service to our diverse community**

The Art Center staff is a high functioning and agile team. The extraordinary work accomplished by the Art Center is the result of a staff that supports each other in a cooperative and positive work environment.

WHAT IT TAKES TO BE ON STAFF

The ability to learn and adapt quickly with a positive attitude is essential. The Art Center is a highly visible organization that enjoys a constant flow of visitors. This results in regular interruptions to work flow. Art Center staff members have the capacity to set priorities, stay on task, but they are also ready, willing and able to shift focus to accommodate needs as they arise. Appreciation and passion for the creative community underlies the good vibes at the Art Center. Staff is a “can do” team that is constantly pushing its own boundaries and growing skills.

Art Center staff is cross trained in all areas to ensure seamless visitor service. All staff members learn how to register students, collect rental payments, assist exhibiting artists, make gallery sales, process membership and accept donations along with many other day-to-day activities.

Private Event Associate

JOB DESCRIPTION

The Private Event Associate is an integral team member tasked with giving tours, discussing rental options, booking and managing private event rental of venues within the Art Center. This is a fast paced, multi-faceted position. They must possess exemplary organizational, interpersonal, and communication skills, must prioritize effectively and handle a multitude of details while keeping an eye on the big picture. They self-manage, work independently and produce measurable results. Timeliness is absolutely critical.

KEY OBJECTIVES

- Book Art Center venue rentals for private events
- Manage bookings including, but not limited to: scheduling in calendar, signed contracts, and collecting payment of various rental fees

DUTIES (Included but not limited to)

- Communicate with potential and actual clients by phone, email, or in person
- Maintain calendar of events, rehearsals, photo shoots, appointments etc.



- Complete quotes, client signing of pertinent contracts, collection of all rental fees, and security deposits
- Provide necessary documents and information to clients
- Manage caterer/bar vendor contracts & collecting payment of event fees
- Schedule Event Helpers to work events
- Manage events during regular business hours
- Schedule Security Guards, as needed for events
- Facilitate specials and/or advertising to obtain new business
- Assist with Art Center Special Event planning & execution
- Provide reports to Administration

SKILLS

- Organization abilities
- Ability to work independently, to plan and prioritize workload
- Communicate effectively in writing and in person
- Open minded and willing to try new ideas
- Take direction and never be “above” any job
- Respect established methodology but propose improvements
- Have an appreciation for how art can enhance with quality of life in a community

BASIC QUALIFICATIONS

- Must be 21 or older
- 3+ years of relevant work experience
- Proficient in Microsoft Office programs
- Some work on evenings and weekends
- Must have a car to run general errands.
- Must pass a background check
- Spanish speaking is a bonus

BENEFITS

- Full-time hourly position 30 – 40 hours per week at \$15 per hour with paid personal time off, after successful completion of 90 days of employment & prorated based on date of employment
- Mileage reimbursement at current IRS reimbursement rate
- 1 free class per year, then a 30% employee discount; or 1 workshop with a 20% employee discount
- 30% employee discount on art purchases
- Free Art Center and Clay Studio membership

*****Employment is contingent upon satisfactory completion of a 90 day probationary period*****



TO APPLY

Please submit BOTH a resume and a cover letter to:

Sheila Gritte, *Administration Manager*
sheila@artcentercc.org

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