

RICHMOND ART CENTER

Position: Visitor Services Coordinator
Schedule: 26 hours a week, Wednesdays – Saturdays, 9:30am – 4:30pm, Non-exempt
Pay Rate: \$20-22/hr, BOE
Supervisor: Operations Director

Essential Functions: Responsible for front desk operations, provides customer service and administrative support for the Education, Exhibition, Communication and Finance departments. Coordinates positive and informative relations with artists, instructors, students, volunteers and guests; maintains and inputs class registrations, memberships and donations into database system.

Responsibilities:

- 1. Visitor Services:**
 - Open & close galleries
 - Track gallery visitors
 - Greet visitors entering the RAC and handle queries from the public and customers
 - Answer phone calls and emails that come to the front desk
 - Keep marketing materials at front desk stocked
- 2. Exhibition Program:**
 - Process and document art sales transactions
 - Support exhibition events, such as opening receptions and artist talks
 - Turn on/off any special installations (TV, projector, etc) in an exhibition
- 3. Education Program:**
 - Register students for classes/workshops/camps.
 - Process clay sales, locker and loom rentals
 - Hand out studio keys to instructors
- 4. Administrative:**
 - Maintain a daily report of all transactions handled at the front desk, including memberships, art sales, and class/workshop registration receipts
 - Support public events

Qualifications:

- Excellent oral and written communication skills
- Strong organizational skills, ability to coordinate and prioritize activities with attention to detail and independent follow through
- Familiarity with database and point-of-sale transaction concepts
- Ability to work with minimal supervision; self-starter and independently motivated
- Attention to detail and ability to organize data, tasks and projects
- Demonstrated experience in managing and completing multiple tasks in a busy environment
- People person, energized by face-to-face contact with others
- Excellent interpersonal skills/able to diffuse difficult situations in person, online and on the phone
- High professionalism and work ethic, with a clear understanding of what it means to represent an organization to the public
- Proficient in MS Word, Excel, Google Suite and databases

- Bilingual Spanish/English speaking and writing skills preferred

Note: All duties and requirements stated above are essential job functions. This job description in no way states or implies that these are the only duties to be performed by the staff member occupying this position. Staff members may be required to perform other job-related duties by their supervisor.

How to Apply:

Please send a resume, with a cover letter to **jobsapp@therac.org**.

Deadline: OPEN UNTIL FILLED.