



# OREGON COAST COUNCIL FOR THE ARTS

## Job Outline

OCCA/Newport Visual Arts Center (VAC)

### Building Assistant

**Position Status: 10 hours per week, part-time hourly, must be available Sundays 3-6pm**

**Reports to: OCCA VAC Director**

**Application deadline: Oct. 26, 2018**

The VAC Building Assistant supports facility administration and upkeep, facilitates gallery exhibitions and other activities, and serves as a public representative of the OCCA/VAC.

#### Facility Coordinator

- Monitor the facility, rooms and supplies (non-janitorial)
- Staff galleries
- Prepare gallery labels and maintain exhibitions database
- Support installation of exhibit artwork and signage
- Accept and arrange pick-up and delivery of artwork
- Maintain ongoing report of gallery attendance; produce other reports as needed
- Support First Friday exhibition reception planning
- Prepare financial deposits and vendor invoicing
- Distribute promotional materials around the community
- Serve as OCCA staff contact for building and gallery users and visitors
- Troubleshoot building needs

#### Desired Qualifications

- Experience working in office and facility operations or equivalent experience
- Customer service experience
- Experience working with databases, spreadsheets (Access database preferred)
- Must be proficient with a PC. Ability to use email, MS Word, Excel
- Must be able to work in Newport, OR on a daily basis
- Basic math skills
- Experience working in an arts, educational or publicly owned facility
- Experience working with volunteers

**Other equivalent work or life experience will be considered.**

Candidate must have consistent, reliable vehicle for transportation and a valid driver's license. Some pick-up and delivery of boxes, files, arts supplies, artwork, etc. required. May lift up to 25 pounds. Bending, walking, sitting, standing, walking up and down stairs will be required.

This position is hourly at 10 hours per week and starts at \$12.00 per hour. This position reports to the OCCA VAC Director.

References of similar work are required. Successful candidate will need to pass a background check.

OCCA is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, disability, gender identity, religion, or sexual orientation.

Based in Newport on the central Oregon coast, the Oregon Coast Council for the Arts (OCCA) is the hub of coastal arts opportunities, offers exceptional variety, provides world-class arts experiences, strengthens the arts, and nurtures the artist in everyone through education. OCCA manages the Newport Performing Arts Center (PAC) and the Newport Visual Arts Center (VAC) and serves as the regional arts council for the Oregon Coast.

Email or mail a resume, cover letter and three references to OCCA VAC Director, Tom Webb, [twebb@coastarts.org](mailto:twebb@coastarts.org), PO Box 1315, Newport, OR 97365. Submission deadline: Oct. 26, 2018. No phone calls please.

### **Preferred Work Schedule**

Sun: 3-6pm

Mon: 8am-10am

Wed: 3-6pm

Fri: 4-6pm