

# Wilson Arts

## Position: Arts Attendant

Wilson Arts seeks a friendly face, professional demeanor, and well-organized Arts Center/Box Office Attendant to be the face and positive impression of the organization.

### ABOUT WILSON ARTS

Wilson Arts has a history of fifty years as a local arts agency since April 24<sup>th</sup>, 1967. Our mission is to improve the quality of life for all citizens by being the hub for artistic experiences that enrich, educate, and entertain Wilson County and beyond. Currently, we fulfill that mission through participatory and passive programming in visual, literary, and performing arts disciplines. Throughout the year, we offer more than six professional gallery exhibits, a professional performance series (the “Boykin Series”), a youth theater education program (known as ACT! For Youth, a student gallery exhibition series, educational workshops for adults and children, lectures, and camps in visual art and theater. We also offer support to large and small emerging arts organizations through our Grassroots Grant program.

### ABOUT THE POSITION

Wilson Arts seeks to hire a part-time (15 – 25 hours per week). This position will report to the Office Manager and work with the public and closely with all Wilson Arts staff, volunteers, and patrons.

#### The duties of the Arts Attendant include:

- Answering Wilson Arts phones and directs calls;
- Greeting the public with a professional, friendly demeanor as they enter the Wilson Arts Center;
- Keeping reception desk and front area tidy and welcoming;
- Tracking demographics of all who enter for grant funding and reporting purposes;
- Answering questions and connecting patrons with resources;
- Working with other staff in a team environment to accomplish the organization’s goals;
- Assisting other staff with projects which may consist of research, organizational tasks, and event and project prep work;
- Accepting payment for classes, workshops, and tickets;
- Inventorying artwork;
- Supervising the building during rentals.

This is a part-time hourly position with an hourly range starting at \$11 per hour 3 to 4 days a week. It is preferred that applicants must be available to work Tuesday – Saturday from 9:45 a.m. – 6:15 p.m. and occasional nights and Sundays. In the near future, the organization would like to also be open to the public on Sundays.

## **Qualifications**

The qualified applicant will have at least two years of experience working in customer service and must be at least 18 years of age.

Personable, professional, and detail-oriented accompanied by strong customer service skills are a must. Arts Attendants may be required to work the occasional evening and Sunday depending on event schedule staff needs. Arts Attendants must have a love of the arts. Arts background is strongly encouraged, but not required.

**To apply, please send a letter of interest and resume including a list of references to Amy Wahl at [amy@wilsonarts.com](mailto:amy@wilsonarts.com).**

**Applications are accepted through May 13, 2024.**