



ARTE NOIR ADMINISTRATIVE ASSISTANT POSITION DESCRIPTION

Job Title: Administrative Assistant

Status: Full-Time

Reports To: Executive Director

Start Date: TBD

Organization Overview

ARTE NOIR celebrates and sustains Black art, artists, and culture by cultivating inclusive spaces, fostering opportunities, and honoring the diversity and vitality of Black creativity.

Originally launched as an online publication in May 2021, ARTE NOIR was created to spotlight the vibrant creativity stemming from African and African American culture. Incorporated as a nonprofit organization in June 2021, ARTE NOIR expanded its vision with the opening of a permanent space at Midtown Square in Seattle's Central District in 2022.

This physical space complements the online publication and includes:

- A fine art gallery, anchoring connections to the Black community and creating a permanent home for Black art and artists.
- A retail space, highlighting the dynamic creativity of the Black arts community locally, nationally, and internationally.
- A makerspace, expanding opportunities for artistic training and creation.
- A recording studio, providing young people with access to audio and music production resources.

Through its programs and spaces, ARTE NOIR continues to champion the richness of Black creativity while fostering meaningful connections within the community. One of the many ways that ARTE NOIR fosters community connections is by programming meaningful activities and events, in the public square adjacent to the physical location. These programs are free and open to the public - both residents of Midtown Square and the broader community.

Position Summary

Reporting to the Executive Director, the Administrative Assistant provides vital administrative and operational support that enhance all operations. Key responsibilities include managing the online store, reviewing vendor submissions, gathering content for newsletters, event support, coordinating the makerspace and recording studio schedules, assisting with staff scheduling, and providing board and record management support.

Essential Duties and Responsibilities

Administrative Duties

- Serve as the secondary contact for inquiries, ensuring effective communication and professionalism.
- Manage incoming and outgoing mail and packages, including arrangement for deliveries.
- Monitor the Executive Director's general email, directing inquiries to appropriate staff.
- Track office supplies and inventory; handle purchasing within budget guidelines.
- Maintain records, manage databases, and update contact lists.
- Support fundraising efforts, including donor communication, data collection, updates & reporting.
- Manage reservations and scheduling of makerspace and act as liaison for The Residency and their use of the recording studio.
- Collaborate with Guest Services Manager to process and fulfill online store orders.
- Assist other staff with administrative tasks and projects as needed.
- Oversee volunteer and intern programs.
- Other responsibilities as assigned.

Board and Executive Support

- Assist in scheduling and coordinating board and committee meetings.
- Prepare board packets, gathering and organizing necessary information.
- Provide administrative support during board meetings, including taking minutes.
- Help plan, prepare, and provide on-site support for organizational events.

Site-Specific Duties

- Support daily operations, covering shifts when needed.
- Collaborate with Guest Services Manager on store inventory, product displays, and customer service.
- Process sales transactions and provide knowledgeable assistance to retail and gallery visitors.
- Assist with inventory maintenance and merchandise restocking.
- Implement in-store promotions and product display updates as directed.
- Provide staffing support when needed, for programming in the recording studio and makerspace.
- Collaborate with Gallery Manager on the scheduling and execution of gallery programming and events.
- Collaborate with Executive Director on the planning and execution of programs, events and activities in the Midtown Public Square.

Minimum Qualifications

- 3+ years of administrative or office management experience preferred.
- Strong oral and written communication skills; editorial and proofreading skills are a plus.
- Strong problem-solving, time management, and organizational skills.
- Ability to work both independently and collaboratively in a fast-paced environment.
- High proficiency with Google Workspace; familiarity with Square point-of-sale software and backend dashboard is beneficial.
- Excellent interpersonal skills with a commitment to providing exceptional service.
- Ability to handle confidential information with discretion.
- Knowledge or interest in the nonprofit arts and culture sector is an asset.

Physical and Equipment Requirements

- Ability to sit, climb stairs, stand, lift up to 20 lbs., and use standard office equipment.
- Ability to operate point-of-sale systems and computers.

Compensation and Benefits

- Salary: \$72,500 annually, with annual reviews based on performance.
- Benefits: 100% organization-paid health benefits, effective upon hire.
- Vacation: Two weeks paid vacation, accruable up to three weeks.
- Sick Leave: Earns 1 day per month, up to a maximum of 12 days annually.

Schedule

This position offers a hybrid schedule. Regular weekly working hours will fluctuate, primarily aligning with ARTE NOIR's operational hours: Wednesday-Saturday (11 am–7 pm) and Sunday (12 pm–6 pm).

Application Process

We encourage applicants from diverse backgrounds to apply. Please send a thoughtful cover letter and resume to operations@artenoir.org. Applications are accepted until the position is filled and will be reviewed on a rolling basis.

Equal Employment Opportunity

ARTE NOIR is committed to diversity and inclusion. We welcome applicants of all backgrounds and do not discriminate on any basis, including age, race, color, religion, gender, sexual orientation, or disability.