

Office Volunteer Opportunity at the Ludington Area Center for the Arts:

The office at the Center for the Arts is the face of the Center, as well as the backbone of its organization. We're looking for a small, stable team of volunteers to create a well-run, organized, knowledgeable, do-just-about-everything, friendly, fun, and artful office. The Center is open Tuesday-Saturday, noon to 5:30 p.m. so we're looking for a few people to cover at least one day a week, with a minimum commitment of 3-4 months.

Various Skills Needed:

- Strong customer service orientation, curiosity about the arts and what's happening at the Center.
- Serve as front line representative of the Center answering a myriad of questions via phone, email, and in-person – requires keeping up with what's going on at the Center.
- Technology orientation, i.e. able to use the internet, Facebook, email with ease.
- Maintain database (Microsoft Access): report and label generation, database entry; requires strong detail
- Schedule meetings involving multiple people and schedules.
- Quickbooks - (data entry, reconciling bank accounts, monthly reports, etc.); requires understanding of financial and accounting systems and software.
- Proofreading
- Take minutes at committee meetings and email out to committee members within one week of each meeting.
- Manage all activities to facilitate smooth running of the office: such as maintaining regular office hours,
- Coordinate bulk mailings, manage office equipment, and office supplies.
- Update agency's website and produce email newsletters (knowledge of Constant Contact).
- Familiarity with retail operations (cash register, etc.) – to fill in in the gift shop as needed.

Go to the volunteer page at our website to submit an application if you're interested:

<http://www.ludingtonartscouncil.org/Default.aspx?PageID=4717742&A=SearchResult&SearchID=428584&ObjectID=4717742&ObjectType=1>

Or call: 231-845-2787