

Job Description

The Bridges Arts Council (BAC) is a nonprofit organization that provides support for the arts by facilitating public access to arts education, performances, and exhibitions and awarding grants to third parties for arts-related projects in Valley City and Barnes County.

The BAC is currently in the process of reorganization and seeks to hire an arts administrator for 10 hours a week (\$10,000/year depending on qualifications) with an option to increase hours in the future. Work hours will be flexible. Minimum qualifications include as follows: 2 years of college education (AAS/AS degree or junior or senior student status) in business administration or communication and experience with administrative duties and public relations. Preferred qualifications include as follows: bachelor's degree in business administration or communication and a minor in art or music.

The successful candidate must demonstrate an ability to work independently with minimal supervision, be comfortable working in a non-profit environment, and possess a sincere interest in art and music.

The administrator will be responsible for taking minutes during board meetings, performing basic bookkeeping tasks, creating marketing materials, establishing and maintaining the BAC website and BAC social media outlets, supporting the board in organizing exhibitions and performances, and facilitating administration of the Community School of the Arts.

To apply, submit a cover letter, resume, and 3 references (name, phone, and email) to the BAC before Dec 3, 2019 through info@bridgesarts.org. For more information see the BAC website at www.bridgesarts.org or contact Hilde van Gijssel at info@bridgesarts.org or 240-462-8785.