



## **Art and Culture Center/Hollywood - Weekday Visitor Services Coordinator**

**The Art and Culture Center/Hollywood** is a multi-disciplinary organization, which features contemporary art exhibitions, gallery related happenings, and offers more than 80 unique education classes or program sessions for children youth in the visual and performing arts. The Center also manages a 500-seat performing arts theater.

**Location:** Art and Culture Center/Hollywood, Florida, 1650 Harrison Street, Hollywood, Florida 33020

**Schedule:** Wednesday through Friday from 9:30 am to 5:15 pm Saturday and Sundays from 11:45 am to 4:15 pm. Additional hours may be requested.

**Salary Type:** \$11 to \$14 per hour. Benefits included such as health insurance, Simple IRA with 3% match and more.

**Liaison with:** Art and Culture Center/Hollywood, general public and staff

**Reports to:** Administrative and Development Coordinator and Executive Director.

### **General Duties and Responsibilities**

- Front of house manager
- Open and close the building following established procedures
- Greet and direct visitors. Provide appropriate information, as needed
- Interact with outside entities and partners
- Answer and route incoming calls in an efficient and professional manner
- Maintain the appearance of lobby, galleries, Center common areas, kitchen and grounds
- Responsible for inventory and stocking of marketing materials
- Process and distribute mail
- Assist with processing memberships and maintaining email and mailing list
- Maintain inventory of concession items sold
- Coordinate set up and breakdown for meetings and events
- Maintain sufficient inventory of kitchen and facility supplies
- Coordinate the work of community service individuals for general duties as well as special events and maintaining accurate records
- Follow financial policies and procedures related to cash bank, checks and credit card processing
- Provide administrative support to staff
- Other duties as assigned or requested

**Qualifications:**

The ideal candidate will be an enthusiastic individual with customer service and general administrative experience working in a professional setting. The candidate should work well as part of a team and also be self-directed, conscientious, punctual, dependable, and organized.

Candidate must possess the ability to multitask and work well with a variety of personalities, while maintaining a positive attitude even in highly stressful or time sensitive situations. Excellent organizational, time management and administrative skills as well as an ability to work well with the public are also essential. Strong communication skills (both written and verbal) and superior organizational skills with attention to detail are required.

Intermediate level of proficiency with computers and in MS Office (Word and Excel), and Google apps also necessary. Must be able to pass a background check.

**To Apply:**

Interested applicants should send cover letter and resume. Hand deliver or mail resumes to 1650 Harrison Street, Hollywood, FL 33020, Attn: Executive Director. Fax to 954. 921. 3273. Email to [info@artandculturecenter.org](mailto:info@artandculturecenter.org). No phone calls, please. Position is open until filled though resumes are encouraged to reach the Center by June 12, 2020.

**About Strategic Philanthropy:**

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable

outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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