

Registrar (Part Time or Full Time)

In the belief that the visual arts are indispensable to a healthy community, it is the mission of the Minnetonka Center for the Arts to provide teaching excellence, quality exhibitions and cultural enrichment for people of all ages, interests and abilities.

Minnetonka Center for the Arts is a non-profit organization incorporated in 1952 to enrich the quality of life in the community by making visual arts a part of everyday life. Studio classes, workshops and lectures are scheduled year round for adults, teens and children of all levels of experience and skill.

The Minnetonka Center for the Arts' modern 31,000-square-foot structure was designed around two concepts, art and community, by James Dayton Design, Ltd. of Minneapolis. It is a place for studying and creating art, viewing exhibitions and contributing to an artistic discourse. It also facilitates social interaction and community involvement. Working artists as instructors make the Art Center an exciting, nurturing home for the creation and appreciation of the visual arts in the metro area and beyond. Year around classes and workshops for adults, kids and teens include: Ceramics, Sculpture, Drawing, Painting, Fiber, Glass, Jewelry, Sculpture and Photography.

Job: Part Time or Full Time)

Hours: 24- 40 hours per week, flexible schedule

Salary: DOQ

Closing Date: Open until filled

POSITION:

The Registrar/Receptionist is responsible for the management of the Art Center's registration and reception area and provides customer service and administrative support.

ACCOUNTABILITIES:

Manage the front desk. Greet and provide information to students, members and the general public. Responsible for the telephones, voice mail and email. Announce visitors for appointments. Disseminate keys as required. Receive and distribute packages. Maintain a clean and orderly appearance.

- Receive registrations by phone, fax, email or in person. Promptly record all registrations according to established systems. Monitor and track class sizes according to published minimums and maximums. Maintain enrollment summaries including cancelled, going and full classes. Prepare class lists for each class at the start of a session. Prepare enrollment reports as required.
- Perform daily posting and reconciliation of receipts.
- Serve as a central resource for information relating to room scheduling, class changes, class cancellations, deadlines and event dates.
- Collect and enter all fees including material, model, and production.
- Process exhibit and retail sales.
- Provide administrative support to staff as needed.

- Manage building access and security. Open and close according to policy and procedures.
- Receive new and renew existing memberships by phone, email or in person. Promptly record all memberships according to established systems. Send out membership acknowledgment letters weekly.
- Maintain and update Participation Summary at the completion of each session and gallery opening event.
- Assist Communications Director, Adult Program Director and Children and Youth Program Director with catalog production.
- Maintain and update database records.

EXPERIENCE:

- Undergraduate degree
- Previous administrative experience preferred
- Excellent communication and people skills
- Detail oriented
- Flexible and good under pressure
- Excellent computer skills, Raiser's Edge preferred.

WORKING CONDITIONS:

Work performed in an office. Slight physical activity requiring the lifting of objects weighing 20 pounds or more. Some evenings and weekends required.

APPLY:

Send cover letter and resume to:

Roxanne Heaton

Executive Director

Minnetonka Center for the Arts

2240 North Shore Drive

Wayzata, MN 55391

Or: rheaton@minnetonkaarts.org