Highland County Arts Council
Contract Services Opportunity Description

Open Contract Opportunity: Assistant

Terms: Hourly part-time independent contractor; ~5-15 hrs/wk; $15/hr; invoiced/paid monthly.

About Us: The Highland County Arts Council (HCAC) is a nonprofit organization dedicated to promoting the arts within our community by providing opportunities for education, engagement, and artistic expression. Through a wide range of programs, events, and collaborations, we seek to enhance the cultural landscape of Highland County and foster a greater appreciation for the arts.

Summary of Contract Services Opportunity: As a contract service provider to the Highland County Arts Council (HCAC) Board of Directors, the HCAC Assistant provides administrative support to aid in the success of HCAC operations, programs, and events.

This role requires a highly detail oriented individual. Arts experience not required. Success for the Assistant includes timely completion of activities and accurate record-keeping and documentation.

Scope of Work:

- Support Executive Director and Board in maintaining orderly documentation and filing systems (virtual and paper-based). Keep HCAC's email account orderly and organized.
- Collect, open, and as necessary scan in U.S. mail sent to HCAC's post office box.
- Enter invoices and expenses into HCAC's financial tracking system (Quickbooks, Google Sheets, and Microsoft Excel).
- Collect and track time-tracking reports and invoices from HCAC contractors and vendors.
- Notify Executive Director and Treasurer of receipt of invoices and other financial or tax-related email or physical mail communications.
- Support Executive Director and Board in maintaining an up-to-date shared calendar of events, meetings, programs, deadlines, and other activities important to the success of the planned events and programs.
- Support Executive Director and Memberships Chair in keeping HCAC's membership, volunteer, donor, sponsor and mailing lists accurate and up to date, and with entering and tracking related invoice and payment information and schedules.
- Support Executive Director in designing and implementing efficient operating procedures.
- Assist with printing and distributing or mailing HCAC collateral and materials such as newsletters, flyers, rack cards, signs, donor, member, and thank-you notes, sponsor recognition, and/or event programs.
- Support Executive Director and Board in setting up and breaking down onsite performing arts events, workshops, camps, and programs. Support smooth event operations and help troubleshoot any issues that may arise on-site.
- Ensure HCAC studio, classroom, physical files, and storage remains orderly, neat, welcoming, and useful.
- Notify the Executive Director and Board of any supplies needed to support HCAC operations.
- Support HCAC in completing required grants reports by tracking and/or gathering necessary data and inputs.

Contractor Qualifications

- Demonstrated professional or volunteer experience with administration and/or operations – *entry-level professional experience OK if candidate contractor can demonstrate relevant experience in managing details and supporting the organization and implementation of projects and events.*
- Ability to work independently and collaboratively within a team environment.
- Ability to attend meetings in person and work some daytime hours and occasional evenings and weekends onsite for Arts Council programs, workshops, and events in Highland County, VA and the surrounding region *(see additional detail below)*.
- Proficiency in Microsoft Office Suite and/or Google Workspace tools.
- Helpful but not required experience and skills include:
    - Experience managing mailing lists
    - Experience with bookkeeping software
    - Experience with common design and website tools/applications
    - Knowledge of the region's arts community
    - Experience implementing performing arts events, musical performances, and/or arts programs for youth and/or amateur performing artists

Additional Details

- Given regular in-person events and activities, the ideal candidate contractor will live in (or in easy commuting distance to) Highland County, VA.
- Weekly hours vary according to HCAC's program and events schedule.
- This part-time contract position reports into the HCAC Board and works closely with the HCAC Executive Director and other HCAC contract service providers.
- It is preferred that the contract onsite work onsite at HCAC's office for at least 0.5-1 day/week, to ensure HCAC's classroom, studio, and physical files remain in good order.
- In addition to daytime work, the contract services will require occasional evening and weekend hours as required for supporting HCAC events and programs (and related setup and breakdown).