

Gallery Shop/Holiday Shop Coordinator & Office Assistant

Part-time entry level administrative job. Twenty hours per week Jan.-Oct., up to 40 hours per week Nov.-Dec. Some Saturdays required.

The Birmingham Bloomfield Art Center (BBAC) serves the visual arts community of the Detroit region with classes for all ages & experience levels, free exhibits, events & community outreach programs. More than 6,000 people learn in classes, workshops & art camps, while close to 10,000 total participate in BBAC activities throughout the year - at the center & elsewhere.

General office assistance duties are primarily answering phones & engaging with individuals seeking program information &/or registering for classes. Gallery Shop/Holiday Shop duties include managing inventory; refreshing displays; scouting new artists; communication with all artist via email & phone.

QUALIFICATIONS

Higher education preferred or commensurate experience.
Excellent communication skills.
Intermediate proficiency with Microsoft Word & Excel.
Reliability.

Email resume to AnnieVanGelderen@BBArtCenter.org. No phone calls or walk-ins.

(01.10.18)