



Job Description

Position: Development Admin

VBAC Mission:

The Virginia Beach Art Center offers an educational and supportive environment to inspire people of all ages and skill levels to experience, engage with and create art.

Purpose and Programs:

Virginia Beach Art Center brings visual art, local artists and the community together to experience the richness that artistic expression brings to the human condition. Our main program areas are Exhibitions, Art and Pottery Classes, Educational Programming and Community Outreach. We also house an independent artists' cooperative, The Artists Gallery.

Description and Duties:

The Development Admin will be energetic, creative, and detail-oriented to ensure various administrative are completed in full. This position is responsible database management, document management, volunteer coordination and overall administrative duties. He or she must be a servant leader, have a passion for community arts, and have the drive to achieve meaningful results.

The Development Admin reports to the Executive Director. He or she is expected to represent the Virginia Beach Art Center in the community, participate in events which increase awareness of VB AC as needed, help expand community outreach, and performs duties which foster the development of the arts in Virginia Beach and the Tidewater region.

Regular Tasks Will Include:

- Database management
- Reception/Sales desk shifts as needed or specific dates/times
- Maintenance all forms- upkeep, distribution, collection, storage
- Production of reports as needed
- Post all classes in database
- Develop and share monthly newsletters
- Create and share monthly class lists
- Calendar management
- Volunteer placement and tracking
- Collaborate with ED on communications to constituents
- Creation of labels/ nametags
- Other duties as assigned

Complete ease with technology is required.

Please note, VB Art Center occupies a space in the ViBe Creative District of Virginia Beach. We have an open spaces concept with no private office or dedicated private conference room. The "office space" is shared. This is a part-time position (20 hours per week). The hourly pay is \$12/hour.