



## Anderson Center

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### *for Interdisciplinary Studies*

163 Tower View Drive, Red Wing, MN 55066

### **Visitor and Administrative Coordinator**

The Anderson Center seeks a friendly, customer service-focused, and detail-oriented person for part-time work. This position works fifteen - twenty hours per week with primary responsibility for visitor experience and administrative support for Director-level positions.

The Anderson Center supports art and ideas at the historic Tower View Estate on the western edge of Red Wing, Minnesota. We work in a dynamic, collaborative office environment and interact with artists and visitors from across the country and around the world. To apply, please submit a cover letter and resume to [stephanie@andersoncenter.org](mailto:stephanie@andersoncenter.org). This position is open until filled.

### **Visitor Experience Specialist**

- Ensure positive visitor experience by
  - o Welcoming visitors
  - o Giving tours
  - o Ensuring that brochures and paper materials are well-stocked and neat
  - o Handling art and book sales
  - o Selling tickets to events as needed
- Track visitor numbers for evaluation and grant reporting
- Assist with outreach events that keep the Anderson Center in front of our local and regional community, in order to bring in new audiences
- Welcome attendees and assist in set-up and clean-up for Center events

### **Volunteer Coordinator**

- Work with program staff to recruit volunteers for Anderson Center events and needs
- Track volunteer hours for evaluation and grant reporting
- Send thank you notes afterwards

## **Administrative Support Coordinator**

- File paperwork and take the lead role keeping a neat and organized office
- Track office supplies inventory and order supplies as needed
- Respond to e-mails in the [info@andersoncenter.org](mailto:info@andersoncenter.org) account and forward inquiries to the correct staff members
- Provide administrative support, such as data entry, to Director-level positions
- Coordinate the schedule of part-time assistants and salaried staff to ensure that Saturdays are covered.

## **Marketing and Communications**

- Assist in marketing efforts by
  - o Ensuring Center events are submitted to online event listings
  - o Occasional outreach tabling at public events
- Help grow the Center's social media following, e-mail marketing list, and membership base through soliciting sign-ups and selling memberships to visitors
- Assist in preparation of bulk mailings

## **Necessary Skills, Qualifications, and Abilities**

- Warm, friendly demeanor with strong customer service skills
- Excellent, professional verbal and written communication
- Attention to detail
- Strong computer skills
  - o Microsoft Word and Excel use
  - o Data entry experience preferred
- Ability to navigate a historic campus, including ramps, stairs, and outdoor terrain
- Ability to lift 30 pounds
- College degree or three years professional experience in a similar position

Other duties as assigned. This position requires some weekend hours and evening hours. The Anderson Center strives to create an inclusive and welcoming organization and community. We value equity, hospitality, and community and invite applications from people with a wide range of professional and lived experience. Job description updated September 30, 2021.