



Anderson Center

at Tower View

163 Tower View Drive, Red Wing, MN 55066

Visitor and Administrative Coordinator

The Anderson Center at Tower View seeks a friendly, customer service-focused, and detail-oriented person to join our office staff team. This position works fifteen to twenty hours per week, focused on providing a great visitor experience and administrative support to the Executive Director. \$18 – 21 /hour DOE.

The Anderson Center supports art and ideas at the historic Tower View Estate in Red Wing, Minnesota. We work in a dynamic 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.

Visitor Experience Specialist – 50%

- Ensure positive visitor experience by
 - o Welcoming visitors
 - o Ensuring that brochures and paper materials are well-stocked and neat
 - o Handling art, book, and ticket sales
 - o Giving tours
- Track visitor numbers for evaluation and grant reporting
- Assist with outreach events that engage the local and regional community in meaningful arts experiences

Administrative Support Coordinator – 45%

- 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 account and/or forward inquiries to the correct staff members
- Provide administrative support, such as data entry, to the Executive Director
- Support fundraising and membership work by performing data entry for donations and generating renewal and thank you letters.
- Coordinate a schedule of part-time assistants to ensure that Saturdays are covered.

Marketing and Communications – 5%

- Assist in marketing efforts by
 - o Submitting events to online 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

Skills, Qualifications, and Abilities

- Warm, friendly demeanor with strong customer service skills
- Excellent, professional verbal and written communication
- Attention to detail
- Strong computer skills
 - Microsoft Word and Excel experience or ability to learn quickly
 - Data entry experience preferred
- Ability to navigate a historic campus, including ramps and outdoor terrain
- Ability to lift 20 pounds
- Some college work or three years professional experience in a similar position

Other duties as assigned. Hours are primarily Wednesday – Friday, 10:45 am – 4:15 pm, with occasional weekend hours and evening hours to support events. The Anderson Center strives to create an inclusive and welcoming organization and community. We value equity, hospitality, and community and encourage applications from people with a wide range of professional and lived experience.

This position is open until filled with priority given to applications received by February 16, 2023.

Job description updated January 26, 2023.