



163 Tower View Drive, Red Wing, MN 55066

Visitor and Administrative Coordinator

Support a dynamic office that serves artists and creatives from across the country and around the world. The Anderson Center nurtures art and ideas at the historic Tower View campus in Red Wing, Minnesota. We are looking for a detail-oriented, customer service-focused person to join our office staff and events team.

This position works 15 – 20 hours per week, focused on providing administrative support to the Executive Director and upholding our commitment to hospitality for visitors. \$18 – 21 /hour DOE. To apply, please submit a cover letter and resume to stephanie@andersoncenter.org.

Administrative Support Coordinator – 50%

- 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.

Visitor Experience Specialist – 40%

- 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

Marketing and Communications – 10 %

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

Required Skills, Qualifications, and Abilities

- Attention to detail
- Strong computer skills
 - o Microsoft Word and Excel experience or ability to learn quickly
 - o Ability to learn and adapt to changing and updated software and platforms
- Warm, friendly demeanor with strong customer service skills
- Excellent, professional verbal and written communication
- 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

Preferred Skills and Qualifications

- Demonstrated interest or background in the arts (including visual, literary, and/or performing arts)
- Experience working in a non-profit setting
- Data entry experience
- Knowledge of American Sign Language or Spanish language experience are helpful

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

Job description updated August 16, 2023.