



Visitor Relations Associate-Part-Time

Artpace exists to support the creative process and engage audiences with the most innovative art and artists from around the world. Since 1995, Artpace has welcomed more than 200 resident artists and commissioned significant artworks that would otherwise not exist. Artpace fosters the creative growth of regional, national, and international artists and engages the community with their work. Our residencies, exhibitions, and education programs nurture the creative expression of emerging and established artists, while actively engaging youth and adult audiences.

The Visitor Relations Associate, part-time position, welcomes the community to and sets forth the experience of Artpace. The Visitor Relations Associate has a passion for Artpace's mission, a strong desire to recruit others to engage in the mission, and an approachable demeanor to manage Artpace's reception needs through exceptional customer service. The Visitor Relations Associate provides overall support to Artpace's Department of Membership and Engagement. This department includes membership, events, engagement and the retail shop.

Job Responsibilities:

- Greet all visitors upon entering Artpace in a courteous and professional manner.
- Be a reliable source of compelling information on Artpace, the Artist-In-Residence program, Hudson Showroom and Main Space exhibitions, public education programs, and special events.
- Knowledgeable to offer information on Artpace membership, member's events, community programs, building rentals, and donation opportunities. Process new memberships.
- Perform sales for The Shop at Artpace, maintain appearance of Artpace merchandise; ensure that items are stocked, front-faced, and folded neatly.
- Promptly answer all incoming phone calls, vet calls properly, transfer to accurate staff/personnel, and prioritize distribution of messages.
- Maintain Info@artpace.org email inbox, open, read, transfer to accurate staff/personnel, and delete junk and trash regularly.
- Track daily onsite attendance utilizing the number tracker device.
- Process and deliver incoming packages, faxes, and mail.
- Assist artists, curators, staff, and associate educators with faxes, operating the copier and printer, ordering supplies, preparing for specific meetings, and other special needs and requests as needed.

- Successfully complete all opening and closing procedures and perimeter checklists.
- Ensure visitors complete survey upon arrival located at the front desk.
- Track office supplies and stationary stock. Ensure they are readily available, and notify the Finance Department staff when items are running low.
- Update Artpace's database management system with new entries of personal information.
- Attend Membership & Engagement Department Meetings and Trainings.
- Performs other duties as assigned by the Events & Engagement Coordinator and Director of Development.

Skills, Knowledge, and Abilities:

- Exceptional customer service skills
- Displays professionalism at all times
- A people person and works well in a team setting
- Willingness to learn and able to take direction
- Able to multi-task responsibilities assigned in a fast-pace work environment
- Excellent communication skills
- Flexibility to work evenings, weekends, and designated holidays
- Passion for contemporary art
- Proficient in MS Office Programs (Word, Excel, PowerPoint, Macs)
- Experience with eTapestry database or similar CRM preferred
- Experience in retail or sales is preferred

Artpace, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, sexual orientation, gender identity, or veteran status.

Please send resume, cover letter and list of three references to Event and Engagement Manager, Camille Shortridge at cshortridge@artpace.org. Interviews will not be held until Artpace has achieved a diverse pool of qualified applicants.