

Office Administrator

York Art Association

Location: In-Person (Office Only) | 220 S. Marshall Street, York, PA 17402

Hours: Part-time: 30 hrs. per week | 30-min break | 9 am - 3:30 pm | M-F

Wage: \$15 - \$17 per hour

Reports: Executive Director



Position Overview:

YAA's Office Administrator plays a key role in ensuring the smooth operation of YAA's administrative functions, programs, and gallery events, while serving as the primary point of contact for the public. This role manages office communications, assists in the preparation of newsletters and other promotional mailings, maintains records in our databases, and provides essential support to the Executive Director, and other staff members to help achieve YAA's mission.

Job Responsibilities:

1. Office Management:

- Handle all core office functions, including fielding phone calls, responding to emails, and warmly welcoming visitors to foster a professional and friendly office environment.
- Support the Executive Director by preparing routine correspondence, managing general inquiries, and maintaining an organized office workflow.

2. Record Keeping:

- Rigorously maintain and organize both physical and digital office files and records, ensuring easy access and impeccable accuracy.
- Keep detailed records to assist the ED and board in tracking organizational data.

3. Calendar and Scheduling:

- Manage the association's calendar, schedule meetings, and coordinate appointments for the ED, staff, and committees.

4. Membership and Volunteer Engagement:

- Actively assist with membership management by processing applications and renewals, and preparing membership reports for the ED.
- Schedule and coordinate all volunteers for the association, manage sign-up forms, and communicate with volunteers to ensure adequate support for programs and events.

5. Supply Chain Management:

- Maintain all office and classroom supply inventories as approved, placing orders as necessary to ensure all materials are readily available for staff and instructors.

6. Gallery Event Support:

- Provide administrative support for gallery events and exhibitions, including coordinating communications, assisting with artwork intake and pick-up scheduling, and preparing exhibition documents and checklists.

- Ensure event details are organized and communicated clearly to all parties; assist with tracking RSVPs, registrations, and other event logistics without handling physical setup or teardown.

7. **Administrative and Program Support:**

- Undertake additional administrative or program support tasks as directed by the Executive Director, helping to ensure effective implementation of YAA's initiatives.

Desired Skills and Qualifications:

- Two years plus of clerical/administrative experience.
- Passion for visual arts and art education.
- Demonstrated capability in handling high-volume office environments.
- Strong organizational, communication, and interpersonal skills.
- Detail-oriented with a proactive approach to problem-solving.
- Ability to multitask and prioritize work effectively.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other office software.
- Proficient in database systems and member management software, experience with Wild Apricot is a plus.

To apply, email a resume (PDF) and cover letter to Executive Director, Roth J. Preap at rpreap@yorkartassociation.org. Please include the name and position you are applying for in the subject line of the email.

The York Art Association's mission:

To encourage and develop an interest in the visual arts; to provide opportunities for education through classroom instruction, workshops, lectures and publications; to support interaction within the community and to provide a venue for members and non-members to exhibit their work in a gallery setting.

History:

Founded in 1905 as the York Arts Club, the York Art Association was initially led by A.A. Bosshart, J. Horace Rudy, and John A. Dempwolf, holding classes across the county. By the 1960s, with over 100 members, the association recognized the need for a dedicated space. Following a capital campaign, it was reestablished as the nonprofit York Art Association, Inc. in 1970, opening its doors to the public and launching new educational programs to inspire artists and creatives.

YAA has experienced remarkable growth, evolving into a thriving **artistic community of over 340 passionate members**. This expansion is a testament to the growing demand for artistic engagement within our community.

In November 2024, YAA purchased the Little Green Church on Linden Ave. This location will become the new home of the art association following the completion of a capital campaign to raise the necessary funds to retrofit the space. The move is planned to take place in 2026. Be a part of this journey with us!