



Sun Valley Center for the Arts

191 Fifth Street East, Ketchum, Idaho
P.O. Box 656, Sun Valley, ID 83353
208-726-9491 • www.sunvalleycenter.org

Job Title: Events Assistant

Reports To: Special Events Manager

Purpose: Functions as support for box office, development, hospitality and events. Serves as the primary administrative support for the Development department and special events. The purpose of this position is to provide additional administrative support for fundraising and box office to execute at the highest level.

Key Accountabilities:

- Serves as administrative support for Development and Marketing teams
- Serves as primary hospitality support for special events, programs and concerts
- Sells tickets and oversees box office operations for ticketed Center programs
- Supports box office as a secondary receptionist during high call volume and coverage during breaks or vacations

Specific Tasks

The work of the Administrative Assistant includes, but is not limited to, the following:

Administrative

- Proficiency in OvationTix and RENXT
- Provide administrative and clerical support for program and fundraising staff
- Supports Education team in organizing and distributing Scholarship applications and materials

Box Office

- Oversee will call and ticket sales at Center events
- Serve as secondary Sun Valley Center (Ketchum location) receptionist
- Serve as liaison for patrons via phone and email
- Greet and facilitate visitor experience
- Inform people about programs and events
- Answer general information telephone line and direct inquiries to proper Center staff
- Cover lunch breaks, vacations and sick time for primary receptionist, as needed
- Batch print tickets and monitor attendance to all Center events while

Hospitality and Events

- Serves as primary support for all evening program events and fundraising events
- Directly support Special Events Coordinator including Wine Auction support, concerts, gallery walks, etc.
- Manage all Center storage units and their contents

Key Interfaces:

This position will interface with the following groups:

- Development team
- Marketing team
- Wine Auction team
- Company of Fools Staff
- Executive Director

- Artistic Director
- Programming Directors

Focus:

Dev: 25%

Program Support: 55%

Reception & Box Office: 20%

Hours

This is a full-time, non-exempt, hourly (40hr/week) position. Work requires the flexibility to frequently work evenings and/or weekends according to The Center's calendar of programs and events. Specific hours will be set monthly, based on program and gallery schedule. Regular office hours for The Center's Ketchum location are Monday-Friday, 9am-5pm. During peak seasons in February, March, July and August the office is open Saturdays, 11am-5pm.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work regularly requiring sedentary activity using a computer keyboard and mouse
- Work requiring, on occasion, moderate physical effort including, but not limited to: walking and/or brisk walking, lifting 30-40 lbs, climbing/descending steps, climbing/descending ladders
- Work on site at occasional outdoor events
- Heavy lifting is required of this position

Education/Experience/Abilities Required:

- College degree desirable or equivalent education/business experience
- Administrative and/or office support experience with ability to deliver on multiple projects concurrently
- Excellent communication skills required, both verbal and written
- Ticket sales, cash handling, and customer service experience required
- Ability to stay focused on multiple tasks and deadlines given frequent interruptions
- Skilled with using conventional office technology including wireless devices, scanners, printers, and internet
- Ability to learn systems quickly and to adapt to changing technology
- Skilled with all Microsoft Office products including Outlook, Word, PowerPoint, and Excel
- Knowledge of Adobe Creative Suite, WordPress and Photoshop a plus
- Experience in the processing of daily money batches and cash drawer reconciliation
- Self-starter and problem solver
- Desire to work as a member of a team and ability to present ideas to a group
- Desire to participate in large scale events
- Ability to work with talent and VIPs with utmost professionalism
- Experience in customer service interaction
- Ability to stay calm under pressure or adversity
- Enjoyment in working with people and interacting in person and by phone
- A desire to work within all facets of a multidisciplinary educational arts organization and museum

To apply:

Please send cover letter and resume to information@sunvalleycenter.org.

Deadline for applications is April 30, 2019. We will be inviting qualified candidates to interview prior to the closing date as we are eager to fill this position quickly.

The Sun Valley Center is an Equal Opportunity Employer