



Job Description: Executive Director Assistant

Posted: 2/10/2023

The Jaffrey Civic Center (JCC)

The JCC is a 58-year-old foundation dedicated to the arts, culture, and civic engagement in downtown Jaffrey, NH, the gateway to the Monadnock region. The Center hosts regional art exhibits as well as curated and invitational exhibitions featuring professional and community artists. The Center also seeks to engage more music, performing and alternative artists to help fulfill its position as a multi-arts center. In addition to its arts programming, the Center hosts art and music education, yoga, and other classes and community programs. The Center has two distinct gallery spaces, a large classroom/studio and a meeting room which can accommodate a multitude of activities. The JCC's ample front lawn has played host to public theater, farmer's markets, a fall festival, and community events. The JCC also hosts the Jaffrey Historical Society, which has part of their collection on exhibit at the center. A beloved local institution, the JCC is at the heart of the community.

Significant Opportunity

The JCC is at a turning point. With the closing of the Sharon Arts Center in Peterborough, NH, the JCC has an opportunity to further its arts and cultural mission and become a preeminent venue for regional artists who want to show, perform, or enhance their artistic discipline. Furthermore, Jaffrey itself is developing as a cultural mecca, with the sparkling Park Theatre across the street and the Jaffrey Library located next door. Our newly appointed Executive Director is planning on charting a fresh course which will energize a community spirit to strengthen participation in the Center. Our Executive Director needs assistance in bringing this to fruition.

What the JCC Needs Today

While most of the work to be carried out will take place during regular working hours, the Executive Director's Assistant should expect to work some evening and weekend hours, due to reception openings and events. Travel is expected to be predominantly regional, and a current driver's license is required. This is an hourly position of approximately 20 hours weekly. The hourly rate is \$17.50. The gallery is open to the public W-F Noon-5PM, Sat 10AM-2PM.

Roles & Responsibilities

- Assist the E.D with creating social media posts and posting schedule
- Assist the E.D with creating marketing campaigns and posts/posters/etc.
- Assist the E.D with creating email lists, sign in/up lists
- Assist the E.D reorganizing our MailChimp email list and creating new templates
- Assist the E.D with setting up and cleaning up for openings and events
- Assist the E.D with organizing the JCC
- Assist the E.D keeping the JCC clean and kept
- Assist the E.D keeping our website up to date
- Assist the E.D planning events and classes



- Being the gallery docent during most open hours
- Assist the E.D with mailings
- Assist the E.D reorganize our filing system

Preferred Experience/Skills

- Mailchimp knowledge
- Social media & marketing experience
- An understanding and appreciation of the arts and their role in society
- Organizational skills
- WordPress website experience
- Gallery docent experience
- Canva experience
- Professional language & verbiage experience
- Gallery openings/receptions experience
- Computer skills – Office 365 and/or Google Docs
- Filing experience

Desirable Experience/Skills

- Live in or close to Jaffrey
- Flexibility
- Sense of humor
- Interest in community, art, history, and fellowship

To apply, please email cover letter and resume to: Info@jaffreyciviccenter.com
No phone calls please.