



Job Posting

Position: Administrative Assistant

Reports to: Executive Director

Status: Full-Time 40 hours per week in office M-F

Location: 269 Oak Avenue, Spruce Pine, NC

Position Summary

Toe River Arts seeks a highly organized, detail-oriented Administrative Assistant to provide administrative support across the organization. This position works closely with the Executive Director, Exhibition Coordinator, and Education Manager to ensure the smooth day-to-day operation of exhibitions, educational programs, events, artist communications, and office administration.

The ideal candidate is proactive, enjoys working with people, is comfortable juggling multiple priorities, and has excellent organizational and communication skills. This position is essential to helping our small nonprofit operate efficiently while supporting artists, educators, volunteers, and the community.

Essential Responsibilities

Administrative Support

- Provide administrative support to the Executive Director, Education Manager, and Exhibition Coordinator.
- Respond to general, education, and exhibitions inquiries.
- Maintain office files, databases, and digital records.
- Coordinate incoming and outgoing mailings.
- Prepare correspondence, forms, reports, and meeting materials.
- Schedule meetings, workshops, and appointments.
- Assist with board and committee meeting preparation as needed.

Education Program Support

- Manage workshop and class registrations.
- Assist with registration forms and managing online registrations.
- Prepare educational promotional materials and participant communications.
- Assist with program evaluations and data collection.

- Support logistics for youth camps, artist residencies, after-school programs, and community workshops.
- Attend outreach events as a representative of Toe River Arts as time allows.

Exhibition & Artist Support

- Assist with exhibition administration and artist communications.
- Coordinate exhibition paperwork, contracts, labels, and inventory.
- Coordinate and complete hardcopy bulk exhibition mailings.
- Help organize artist submissions and exhibition schedules.
- Support opening receptions and exhibition events.
- Maintain artist records and contact information.

Communications & Marketing Support

- Update website content, and social media including exhibitions, workshops, events, and artist opportunities.
- Create email newsletters and community mailings.
- Distribute press releases.
- Maintain event registration information.
- Assist with social media scheduling and basic content updates as needed.

Financial & Administrative Tasks

- Serve as the first point of contact for Toe River Arts and answer main line phone calls.
- Assist with sales tax reconciliation and monthly reporting.
- Prepare deposits and maintain administrative financial records.
- Support inventory tracking and retail documentation.
- Assist with grant documentation and reporting.
- Maintain office supplies and coordinate purchases.
- Enter all donations and memberships into our CRM system.
- Maintain donor and membership records.

Event Support

- Assist with logistics for exhibitions, festivals, Studio Tours, fundraising events, and educational programs.
- Coordinate volunteer schedules and event registrations.

- Help prepare materials and signage for community events.

Qualifications

Required

- Associate's degree or equivalent experience.
- Excellent organizational and time-management skills.
- Strong written and verbal communication abilities.
- Proficiency with Microsoft Office and Google Workspace.
- Experience managing databases, spreadsheets, and online forms.
- Ability to work independently while managing multiple projects.
- Strong attention to detail and accuracy.
- Friendly, professional customer service skills.

Preferred

- Experience working in a nonprofit, arts organization, educational setting, or small business.
- Experience updating websites (WordPress or similar CMS).
- Familiarity with the Adobe Suite, Canva, Mailchimp, or similar communication platforms.
- Basic bookkeeping or accounting experience.
- Experience with point-of-sale systems or retail administration (Square).
- Interest in the arts and community engagement.

Physical Requirements

- Ability to sit or stand for extended periods.
- Ability to lift and carry up to 15 pounds.
- Ability to travel between Toe River Arts locations and occasional off-site events.
- Ability to assist with exhibition installations and event setup when needed.

Desired Characteristics

The successful candidate will be:

- Highly organized and dependable.
- A collaborative team member with a positive attitude.
- Comfortable managing changing priorities in a fast-paced nonprofit environment.
- Detail-oriented with excellent follow-through.

- Resourceful and able to anticipate organizational needs.
- Passionate about supporting artists, education, and community engagement.

What You'll Help Make Possible

By supporting the daily operations of Toe River Arts, this position helps ensure the success of exhibitions, arts education programs, community events, and artist services that enrich the lives of residents and visitors throughout Mitchell and Yancey Counties. This behind-the-scenes role allows our program staff to focus on delivering exceptional experiences while keeping the organization running efficiently.

Compensation: \$18–\$20 per hour, commensurate with experience and qualifications.

Benefits: This position includes Paid Time Off (PTO). While PTO is currently the primary employer-provided benefit, Toe River Arts is actively exploring opportunities to expand employee benefits, including health insurance and retirement options, as organizational resources allow. This position does not currently receive health or retirement benefits.

To Apply: Interested applicants should submit a cover letter, resume or CV, and three professional references to adminasst@toeriverarts.org. Please include the position title, Administrative Assistant, in the subject line of your email. Deadline to Apply: Friday, September 25th, 5pm.