

Monday, September 14, 2015

Part Time Executive Assistant at Arts + Business Partners

Company: Arts + Business Partners

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Arts + Business Partners is a small hands-on consulting group with a focus on:

- (1) Corporate Sponsorship – working with nonprofit groups (mostly arts) and business sponsors; offers training/seminars.
- (2) Collecting Photography - classes on the fine art photography marketplace at schools, museums, and independently for collectors and photographers.
- (3) Advising/coaching – consulting with photographers and collectors.

For more information on Founder and President, Alice Sachs Zimet, visit our [website](#).

SCHEDULE/COMMITMENT: 2-3 days/week. Effective immediately. One year minimum commitment. Flexible hours, some work off-site.

COMPENSATION: Hourly rate depending on skill set. (Plus invitations to gallery/museum openings)

PERSONAL TRAITS: Reliable; thorough; independent thinker; can multitask w/hectic pace; energetic; excellent written, verbal, organization skills. Interest in the arts a plus. Mature with previous office experience. Good work ethic. Good people skills. Proactive vs reactive.

NECESSARY SKILLS:

ADVANCED COMPUTER SKILLS

Must be tech savvy w/strong computer skills.

Can proactively troubleshoot, liaise with our tech support, and interface with our web host.

NECESSARY PROGRAMS

Microsoft Word, Excel, Powerpoint, Constant Contact, Quicken, Adobe, Apple products (iPhone/iPad).

Microsoft Outlook Database Management - Enter, maintain, update Outlook database.

Constant Contact - Ability to create, update, and oversee ongoing mailings including interface with Outlook to update mailing lists.

WordPress – (Website Management) Experience updating website text, photos, links, calendar etc. (Go to artsandbusinesspartners.com to see new site).

Social Media – Update LinkedIn and Facebook with ongoing messages, photos, and class announcements. Keep us in front of the public!

GENERAL OFFICE MANAGEMENT

Maintain office: files, copy machine, fax, printer, supplies, and inventory.

Update promotional materials.

Maintain/update sample books.

Good phone skills; able to handle questions to reduce call backs.

Routine typing, update PowerPoint lectures, filing, etc.

Send resume, statement of interest and 2 references to: Alice S. Zimet, President, Arts + Business Partners LLC - alice@artsandbusinesspartners.com PLEASE only apply if interested in a Part Time position!

Arts + Business Partners
<http://www.artsandbusinesspartners.com/>

For more information:
Alice Zimet
alice@artsandbusinesspartners.com

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