

**ADMINISTRATIVE COORDINATOR JOB DESCRIPTION**  
**(35 HOURS/WEEK)**  
**CENTRALIA CULTURAL SOCIETY**  
**12/8/10**

**PUBLIC RELATIONS**

Representative of the Society to the Chamber of Commerce, Illinois Arts Council, etc.  
Public speaking presentations, representation at private meetings, conventions, etc.  
General ambassador-at-large at all times.  
Project and present a professional appearance and image.

**MARKETING**

Serve as editor and advertising executive of Area Arts Newsletter.  
Post ads and publicity with use of the Media for the Society.  
Advise and coordinate all groups in their marketing activities for events.  
Pro-active towards fund raising.

**FINANCES**

Assists the Budget Committee with relevant information.  
Responsible for accounts receivable and payable.  
Secures and accounts for all monies, makes deposits.  
Works with the Society's accountants to rectify bank statements, etc.  
Prepares financial reports, oversees financial records.

**ADMINISTRATIVE TASKS**

Maintain the office hours of the Society either personally or with trained persons during absences.  
Oversee security of building and equipment.  
Inform the Board through reports at meetings, phone calls, and mailings.  
Assist all standing committees of the Board—assist and encourage these committees in a timely manner.  
Write grants as appropriate and follow up with final reports as necessary.  
Plan and attend meetings of the Board of Directors.  
Oversee the Society's calendar for all groups and events.  
Attend group meetings as asked.  
Provide information to all participating groups necessary for coordination of group activities.  
Become familiarized with financial records of the Society.  
Supervision and record keeping of all physical maintenance and upkeep of the physical plant and properties of the Society.  
Insurance (comprehensive and liability) coverage: prepare, gather and present bids or contracts to the Board for approval.  
Handle patron and corporate membership renewals and reviews.  
Assist groups with their record keeping (especially current lists of all organizations, use of equipment, financial records, etc.) Does not include secretarial work for groups.

**CLERICAL TASKS**

Answer phone during office hours.  
Collect (P.O. Box) and deposit mail.  
Supervise use of copier as needed for participating groups on a priority basis.  
Prepare agenda and other handouts for Board meetings.  
Receive loaned items (costumes, props, etc.) and maintain record book of same.  
Rental of facility.  
Operation of computer (Macintosh) to maintain records and accounts, mailing lists w/ label printer, fax,

etc.

File records, receipts, etc.

Purchase office supplies (including water for performers) and monitor soda machine.

Printing coordination for society (i.e. program assistance, flyers, tickets before events.)

Ticket reservations.

Keep files for each event (including programs for each event.

School programs including mailings, reservations, adjusting attendance invoices and confirmation letters with copies of each, phone reminders, set-up (chairs), artist payment, booking motel, cancellations and changes.

Calendar and web updates.

Write thank-you notes when needed.

Care of Yamaha piano (including putting water in receptacle and making sure plugged in.)

Housekeeping duties (if necessary.)

**Other duties as assigned by President of the Board.**

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## **CENTRALIA CULTURAL SOCIETY EMPLOYEE BENEFITS—ADMINISTRATIVE COORDINATOR**

Lunch – ½ hour

Paid Holidays—Good Friday, Easter Monday, Memorial Day, July 4th, Labor Day, Thanksgiving and day after, Christmas Eve and Day, New Year's Eve and Day.

Sick Days—5 per year (that accumulate)

Personal Days—2 per year (no accumulation)

Vacation—1 week paid per year