

ESSEX COUNTY ARTS COUNCIL (ECAC) SEEKS A PART-TIME ARTS ADMINISTRATOR (AA)

ECAC seeks a motivated individual, who can work independently and remotely, and who demonstrates a strong commitment to the presence and promotion of the creative arts in Essex County. A successful candidate will have the ability to support the mission with skills to include:

- Solid communication skills, both verbal and written.
- Strong organizational skills, to enable accurate bookkeeping and maintenance of records.
- High comfort level with the use of online tools to schedule meetings, create newsletters, and maintain the ECAC website.
- The ideal candidate will be proficient/willing to be trained in Microsoft Word, Excel and Quickbooks software.

MAIN RESPONSIBILITIES INCLUDE:

GRANT ADMINISTRATION

The AA administers the grant process for ECAC's two primary granting programs: Cultural Assistance Program and the Sunburst Award mini-grant program; publicizes grant opportunities in Essex County (via email blasts, press releases, social media, direct contact, and other methods). Reviews grant applications, organizes a review panel, and reports the panel's recommendations to the BOD. Facilitates communication for those applying for grants and provides technical assistance. Finalizes grant requirements, compiles the year-end reports, and distributes award letters/checks. Grant writing experience is a plus to assist in proper review. The AA provides community outreach for ECAC, represents ECAC in public; serves as main contact with grant recipients, and attends programs funded by ECAC grants as able.

FUNDRAISING

The AA, with input from the BOD, applies for funding for ECAC programs, from corporate, foundation, state and municipal entities. Coordinates two annual appeal mailings. Manages all gift acknowledgements.

MARKETING & COMMUNICATIONS

The AA assists with maintenance of the website and regularly reports website analytics to the BOD. Manages email, social media, and the online newsletter. Builds and manages lists and data files (donor mailings, cultural organizations, artists in the county, and memberships). Compiles information and keeps the website up to date. Monitors ECAC email and fields inquiries.

BOOKKEEPING/FINANCIAL

The AA provides basic bookkeeping services for ECAC, entering income and expense, providing monthly reporting to the BOD on ECAC finances. The AA checks the ECAC PO Box, handles all mail and accomplishes all bank deposits.

BOARD MANAGEMENT

The AA schedules and organizes meetings of the BOD, providing agendas and reports on all ECAC activities. The ECAC BOD meets 8 times a year via zoom.

EVENT MANAGEMENT

The AA assists in the coordination and management of events sponsored by ECAC.

HOURS & START DATE

The AA is expected to work approximately 600 hours per year. The average, 45-50 hours a month, varies based on monthly assignments. The position will be filled immediately upon selection of the right candidate. Salary paid on hourly basis, to be negotiated.

DEADLINE

Application receipt deadline is Friday, October 31, 2025. Application should be made to Essex County Arts Council, and may be emailed to admin@essexcountyarts.org or mailed to Essex County Arts Council, PO Box 187, Westport, NY 12993. Please Include a cover letter, brief resume, and three references with contact information.

More about ECAC can be found on our website <http://essexcountyarts.org>.

ECAC is a not-for-profit 501©3 organization, and an equal opportunity employer