

## **Bookkeeper/Administrative Assistant Wanted for Arts Non-Profit**

Ohio Designer Craftsmen is seeking an experienced part-time administrative assistant to help with bookkeeping, office organization and general administrative tasks. Become a team player in a small arts-based non-profit, and share your passion for serving artists and the arts community.

Applicants should have excellent organizational skills and attention to detail, as well as a commitment to great customer service and the ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, reliable and comfortable being a dedicated member of a small team, committed to serving artists and the central Ohio community.

Skills required: Must have previous experience with light bookkeeping and proficiency with Quickbooks, Excel and other Microsoft software. Experience and comfort with navigating a variety of online platforms such as Paypal, online ordering, mass email marketing services and other online services is required. A successful applicant will possess extensive experience with data entry, record keeping and computer operation; and the ability to balance and maintain accurate records on a weekly basis.

Experience with working in an arts organization is a plus but not required. This position is 15 hours a week, and offers a salary commensurate with experience. Must have schedule flexibility, allowing time to assist during occasional evening and weekend events. ODC offers paid holidays, a semi-casual work environment and an atmosphere that welcomes creative thinking, innovative problem solving and a good sense of humor.

Who are we? Ohio Designer Craftsmen strives to serve artists and the community through high quality exhibitions, art fairs (Winterfair and the Art Studio Clearance Sale), education programs and the professional development of fine craft artists. The Ohio Craft Museum, a division of Ohio Designer Craftsmen, presents five major exhibitions each year and offers educational workshops and events for all ages and levels of experience. Learn more about us at [www.ohiocraft.org](http://www.ohiocraft.org).

Ohio Designer Craftsmen and the Ohio Craft Museum are located in Columbus on West 5th Avenue between Upper Arlington and Grandview Heights. Our mailing address: 1665 W. 5th Ave. Columbus, OH 43212

To apply, send a cover letter and resume to [info@ohiocraft.org](mailto:info@ohiocraft.org) by January 22, 2019. Please: no general phone calls or email inquiries.