



Part Time Business Manager

La Pointe Center for the Arts (LPC) is looking for a part-time business manager to work with the LPC Board and its organizations and programs. The anticipated hours for this position are approximately 10-20 hours a month; however, at times, there may be less than 10 or more than 20 dependent upon the time of year and the needs of the LPC.

Deadline to Apply: June 1, 2024

Letter of interest, resume, and two references

Mail to: La Pointe Center, Inc, PO Box 247, La Pointe, WI 54850

Email: lapointecenter@gmail.com

Requirements:

- Self-starter and able to work from home with minimal oversight and management to complete projects on time
- Capable of good organizational and record keeping skills
- Proficient with PC computers and/or Mac platforms and Office 350
- Knowledgeable about and able to use social media networking such as Facebook, Twitter, Instagram and other media venues.
- Experienced with Wordpress or be capable and willing to learn
- Experienced with membership/database programs such as Little Green Light or be capable and willing to learn
- Experienced with marketing and email platforms such as Mailchimp or be capable and willing to learn.
- Possess basic graphic design and photography skills
- Experienced in grant writing or be capable and willing to learn
- Possess strong communication skills and able to work well with others
- Able to attend meetings and events as needed

Email any questions you may have to lapointecenter@gmail.com

For more information about the La Pointe Center for the Arts check out our website <https://lapointecenter.org>



La Pointe Center for the Arts
Business Manager
Job Description

The anticipated hours for this position are approximately 10-20 hours a month; however, at times there may be as little as 10 or more than 20. This will be dependent upon the time of year and the needs of the LPC and/or its organizations and programs.

SKILLS

- Proficiency with PC and Mac platforms – Knowledge of Quick Books would be a bonus
- Experience in Office 350
- Proficiency with Facebook, Twitter, Instagram and other social media venues
- Experience in WordPress website, or be capable and willing to learn
- Basic graphic design and photography skills, or be capable and willing to learn
- Experience writing grants or the aptitude to learn
- Collegial in working well with others
- Organized with record keeping and calendar/deadline events
- Motivated to work from home with minimal oversight and management to complete projects on-time
- Able to attend some meetings and events

OFFICE

- Prepare information such as events, dates, newsletters, posts, announcements, etc. about LPC/organizations/programs with input from Board President, LPC committees and organization/program chairs
- Post and prepare information about all LPC/organizations/programs events, dates, announcements, website posts, website updates, using internet and social networks while working with website designer as needed
- Maintain LPC electronic records in an organized manner
- Maintain LPC hardcopy records in an organized manner
- Maintain an electronic LPC membership/database and reporting (working with President and Treasurer as needed to coordinate information received)
- Upkeep of WordPress website, *lapointecenter.org*, as needed. This may include content posts via blog, sites, and management of membership and donor links such as STRIPE and PayPal (experienced with or be capable and willing to learn)
- Produce graphic materials for fundraising and affiliates (some basic graphic design and photography skills or be capable and willing to learn). Examples include, but not limited to:
 - Trifold, member letter, and membership form for spring and fall mailings
 - Playbills, flyers, posters, signage, and social media for organizations and programs
 - YouTube postings

- Articles for Gazette, membership emails, and other announcements and news
- Create and print signage for fundraisers, events, and programs

COMMUNICATION

- Check LPC email on a daily, regular basis to read and respond to messages and forward emails as needed
- Register, complete, and submit weekly and/or monthly news and calendars for Madeline Island Chamber and Bayfield Chamber (working with LPC President and website designer as needed)
- Write content for Island Gazette, quarterly membership newsletters, membership email news, website posts and other content as needed (working with LPC President, organizations, and programs as needed)
- Write and submit grant applications and final grant reports (such as Pace Woods Foundation, Wisconsin Arts Board Regranting Program, Duluth Superior Area Community Foundation spring and fall grants as applicable)
- Research grant opportunities and present to LPC Board
- Maintain LPC arts network – Chequamegon Bay Artists' Council (CBAC) – artists' emails & addresses
- Print, post and distribute posters for LPC and affiliate events as needed/requested
- Submit a monthly report/update for LPC Board meetings of work completed
- Submit a monthly log of hours to LPC President for work completed
- Attend LPC Board meetings as requested
- Attend LPC and affiliate events, if possible – when attended, take pictures to be used on website and for other promotional materials when applicable

FUNDRAISING

- Assist as needed with all fundraising events (needs will be dependent upon type of fundraiser)
- Create list of Silent Auction items and other items needed for Wine/Beer Tasting fundraising event (when applicable) such as gift certificates, tickets, posters, name tags, etc.

MISCELLANEOUS

- Replace supplies as needed

This document may change over time based upon the needs of LPC and its Affiliates
Revised May 2024