



HILLWOOD COMMONS SUITE122 | BROOKVILLE NY 11548

POSITION SPECIFICATION: ADMINISTRATOR - LONG ISLAND ARTS ALLIANCE

LIAA seeks a part-time (12 hours per week) Administrator to manage the office and coordinate activities of the Alliance. The Administrator will work with members of the Long Island arts community, providing excellent service and support to members, donors, artists, organizations arts educators.

About LIAA:

Long Island Arts Alliance (LIAA) is a partnership of the region’s not-for-profit arts, cultural and arts education organizations. The Alliance promotes awareness of and participation in the region’s world-class arts and cultural institutions. Founded in 2003 and guided by a Board of high profile communal leaders, LIAA provides its membership with coordination and leadership, advocacy, professional development, diverse support services, and strategic presentation of the arts designed to impact community engagement and economic development. The Alliance has four signature initiatives:

- LIAA Scholar-Artist Program
- LIAA Executive Management Forums
- Long Island Arts Map
- LongIslandArtsAlliance.org

QUALIFICATIONS:

The Administrator will have:

1. Experience in the arts and as an office manager. Proficient knowledge of bookkeeping and experience with QuickBooks.
2. Professional skills in verbal, written and digital communications.
3. Knowledge of Long Island arts organizations, donors and venues preferred.
4. Advanced experience in the management of website and social media platforms.
5. Skills related to member, donor and Board communications and coordination.

ACTIVITIES:

- Work for twelve hours per week including time at the LIAA office at LIUPost.
- Provide bookkeeping using QuickBooks. Manage AR/AP. Provide reports to the Board.

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- Provide administrative support for LIAA's programs and coordination with their outside vendors.
- Provide LIAA's digital footprint including website management, content and social media postings.
- Provide administrative support for LIAA's Scholar-Artist program and coordination with its Educators Committee and other stakeholders.
- Provide administrative support for LIAA's Executive Management Forum program and coordination with the Board, and member organizations and leaders.
- Provide coordination and administrative support for outside vendors who contribute to the marketing, design and distribution of LIAA's Long Island Arts Map.
- Coordinate and support the Board of Directors in the preparation and scheduling of meetings and agenda.
- Manage the flow of member billing and grant applications and reports.

NO PHONE CALLS.

Interested and qualified candidates should send a cover letter and resume to:
Info@LongIslandArtsAlliance.org.