



Juneau Arts and Humanities Council
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www.jahc.org

The Juneau Arts and Humanities Council cultivates vibrant arts and cultural opportunities and is a leader in building a strong, prosperous community where creativity and innovation thrive. Its management of the Juneau Arts and Culture Center and Centennial Hall are key components of its service to our community.

Centennial Hall Administrative Coordinator

The Centennial Hall Administrative Coordinator is a key position focused on supplementing the workflows of multiple team members. This role will provide a keen eye towards policy, procedure, and venue marketing. Envisioned as a flexible role, this position will be part-time. They will also collaborate closely with the Centennial Hall Facility Director to create a pool of shared knowledge, and provide appropriate coverage when needed. Duties include:

Event Administration

- Works with the Office Manager to schedule client meetings for events. Follow up with clients who haven't signed up for meetings via phone or email. Attends the meetings and takes notes for the files and to send out to clients.
- Works with Facility director to create event layouts and estimates following client meetings and send out to clients and full team.
- Works as back up for Office Manager in collecting needed insurance COIs from clients for events that require it, assisting clients with applying for CBJ event insurance when needed.

General Administration

- Works with Tech Floor Manager to make sure all Event Staff are keeping up on safety trainings through E-safety - Monthly check-ins to make sure that people are keeping up
- Assist Event Supervisors with tracking 2 month and yearly evaluations for Event Staff.
- Assists with Event Staff onboarding and milestone tracking. Onboarding & tracking includes:
 - Making sure W-4, I-9, contracts, and other paperwork are signed and filed appropriately for new hires
 - Getting staff entered into When-I-work/Rippling
 - Getting staff set up with JAHC emails & calendars
 - Getting new staff E-safety logins
 - Getting staff entered into slack
 - Helping track miles-stones for staff evaluations and training

- Works with Facility Director and Office Manager in keeping organized the shared digital and physical files and implements Centennial Hall file retention policy in collaboration with Rentals Admin team.
- Work with Rentals team in establishing event metrics to track for future reference and reporting.

Communications

- Works Centennial Hall Facility Director and Office Manager to create documentation regarding services, equipment, and inventories that the facility offers that are easy to read and absorb by clients.
- Work with Event Supervisors to help create procedure and policy documents for how things are done and expectations, and make sure staff have easy access.

Successful Applicants will have:

- Have a driver's license and/or reliable transportation
- Attention to detail, and ability to work both independently and as a part of a team
- Great customer service skills and a strong work ethic
- Familiarity with Microsoft Office, Airtable, Vectorworks and/or the ability to learn new software

About the Position

- We are planning for a flexible work schedule for this position, 5 days per week, prioritizing in-office presence on Saturdays.
- This role reports to the Centennial Hall Facility Director.
- Starting pay is \$24.00 - \$26.00, depending on experience with reconsideration following a 60-day review period.
- Employment is at-will, and is subject to a two-month review period.
- Leave time accrued after two months at the rate of 1.5 days/month to a maximum of 18 days per year.
- Ten paid holidays, one being a floating holiday.

The position is open until filled.