



**Zeitgeist Center for Arts & Community  
Administrative Coordinator**

**About Zeitgeist**

Zeitgeist is a non-profit arts and community development organization headquartered in downtown Duluth, at the Zeitgeist Arts Building. Our programming includes performance theater, film, a restaurant, art galleries, and a range of community-focused initiatives. We use the power of connection and creative expression to shape our vibrant and shared future, and foster a thriving community where all feel welcomed and valued. Working in partnership across the NE MN and NW WI region, Zeitgeist collaboratively creates programs that make lasting, creative change.

**Zeitgeist Inclusivity Statement**

- We value a culture of self-expression and support the rights of Indigenous people, LGBTQAI+ people, women, and people of color.
- We actively work to build social systems of equity and inclusivity while dismantling systems of oppression.
- We actively create spaces, built and unbuilt, that support all abilities.
- We support and engage in sustainable approaches to interacting with our shared land, air, and water.
- We acknowledge that we are located on land ceded by the Anishinaabe in the 1854 Treaty and that this land, historically and today, holds great significance for Indigenous peoples.

We expect this list to evolve and we expect to make mistakes. And to be honest, Zeitgeist does not currently represent our inclusivity, sustainability, or creativity goals. Nonetheless, we're committed to forward progress, and we're looking for applicants who see themselves as partners in this work.

**Job Title:** Administrative Coordinator

**Job Purpose:** This position offers administrative support to the organization, primarily by directly supporting the Zeitgeist executive leadership team, including the Executive Director, Business Director, and Creative Director. Areas of focus will include administrative support around office tasks, fundraising, grants, data and systems management, evaluative initiatives, and special projects. Secondly, support could include facilities needs, welcoming guests, and supporting other Zeitgeist programs and managers.

**Primary Duties & Responsibilities:**

The position will report to the executive leadership team, but communicate and partner with a number additional Zeitgeist managers. Good candidates will enjoy problem solving and supporting their teammates. Good candidates may not have direct experience in all the areas described below, but are willing to learn, and can point to administrative capacity or experience in previous employment and/or educational settings.

- **Fundraising Development and Admin Sponsorship support. Areas of focus will include:**
  - **Grants Management** - Administrative support of the grant team and ongoing grant management.
  - **Sponsorship Support** - Administrative support of corporate sponsorship relationships and management tools.
  - **Donor Support** - Administrative support and management of donor information management tools and lists of supporters.
  
- **Evaluation Support. Areas of focus might include:**
  - **Survey Outreach and Management** - Admin support and leadership of administering surveys and compiling responses.
  
- **Organizational Administrative Support. Areas of focus might include:**
  - **Office support** - Help maintain orderly, organized, and clean office spaces, management of the Zeitgeist building, and coordinate office supplies. Including knowledge of office equipment (phone system, copier/printer, postage, email, and internet service, etc.)
  - **Multi-Program Support** - This position will potentially work with a number of programs and managers as time allows. The right person for this role will enjoy collaboratively problem solving with others and developing systems to improve efficiency and consistency.

#### **Other Duties**

- Attend staff and other meetings as needed
- Attend events as needed (occasionally on nights and weekends)
- Help maintain office and administrative success
- Other duties as needed and directed by management
- A willingness to learn additional administrative skills and tasks as needed, which could include website updates, simple bookkeeping, assisting event coordination and sales, managing volunteer programs, understanding and supporting the POS systems, or other tasks and assignments as they come up.

#### **Key Performance Indicators**

- Maintains a high level of organization support
- Increases development funding by providing support and accountability to development team and to program and operational leaders in tracking grant and contract deliverables for reports and acknowledgement
- Develops, implements, and maintains organization systems to improve efficiency
- Understands and is able to maintain confidentiality and contribute to a positive office culture and environment

#### **Qualifications:**

- An ability to describe your personal or professional past experience in ways that exemplify:

- being organized in administrative tasks
- a strong communicator
- a strong and collaborative team member in personal, professional, or educational settings
- Independently motivated and able to work independently

**The Ideal Candidate will:**

- Be comfortable working with computers, processing information, and helping to build and work within administrative systems. This includes a familiarity with spreadsheets, word docs, and web browsers.
- Be comfortable supporting and sometimes leading volunteers, interns, and some contract and part-time hourly staff
- Be an independent worker that is organized, task and detail-oriented, and able to manage diverse to-do lists
- Have effective time-management skills and the ability to work with multiple priorities and deadlines with accuracy
- Believe that people can work together to improve our community and quality of life, be excited about working across approaches, and be interested in integrating the arts and community development work in new and effective ways

**Skills of Interest:**

- Google Suite, Microsoft Office Suite, CRMs and/or donor management software
- Digital social platforms including LinkedIn, Instagram, and Facebook.
- Adobe Creative Cloud Suite (including InDesign), WordPress, and/or Google Drive.

(Good candidates may not have experience in each of these programs, but are ready to explain the experience they do have and a willingness to learn)

- Proficiency with written and spoken English language is required.

**Physical Demands:**

This position works at a computer for long periods of time and involves standing, sitting, bending, and lifting of at least five pounds (this position can be modified to accommodate physical disabilities).

**Work Environment:**

This position is at the hub of the organization. This position must thrive in a busy setting with occasional interruptions, can focus in a busy environment, and have the ability to prioritize and problem solve. This position has occasional travel including event logistics setup and takedown, supplies pickups, and deliveries, and infrequent evening and weekend responsibilities.

The role is expected to generally be in the office with the potential for some remote work, and that option may grow over time as the role becomes more familiar. The role is generally expected to work around consistent office hours, but can be flexible in terms of start and end times, and working around appointments or other needs.

**Education / Experience:**

- Please be prepared to discuss how your educational history, either formal or informal, has helped prepare you for this role.

**Job Status, Salary, and Benefits:**

- This position is an hourly non-exempt employee of Zeitgeist. The starting wage will be between \$18-\$23/hour, 35-40 hours per week. Wage determined by experience. The role includes medical and dental insurance, a 401(k) plan with company contributions after one year and 1000 hours of service, a generous paid time off (PTO) plan, 9 paid holidays, short and long term disability, life insurance plans, and a partial cell phone reimbursement. Zeitgeist is an equal opportunity employer.
- Employees also enjoy free movies, restaurant discounts, free performances, and a positive work environment.

**To Apply:**

The position will remain open until filled by an appropriate candidate. Interviews are expected to begin in January 2025.

Find us on Indeed or apply via email to [Stevie@ZeitgeistArts.com](mailto:Stevie@ZeitgeistArts.com) and include the following application packet:

- Cover letter,
- CV or Resume, and
- Three professional references