



## Arts Campus Concierge, Administrative Assistant

Arts United of Greater Fort Wayne, Inc.  
300 E Main Street, Fort Wayne, IN 46802  
[www.artsunited.org](http://www.artsunited.org) (260) 424-0646

Classification: 40-hour work week, non-exempt employee, reports to the VP of Arts Campus Administration & COO.

Job Summary: The Arts Campus Concierge represents Arts United internally and externally, serving as a liaison between Arts United and board members, donors, volunteers, patrons, and arts organization representatives. This position provides essential support for the administrative functions of Arts United, including representing and supporting the President and Leadership Team. This position requires independent initiative and judgment, supreme attention to detail, a high degree of professionalism, and the ability to work as a part of a dynamic team.

### Primary Job Duties and Responsibilities

- Represents Arts United as the Arts Campus Concierge
  - Welcomes visitors
  - Answers and directs phone calls to appropriate parties
  - Organizes and sorts mail and correspondence
  - Coordinates and schedules meeting rooms
  - Oversees the Auer Center Atrium and ensures tidiness and presentation, including maintaining bulletin boards, magazine racks, interior promotional materials, and holiday decorating.
  - Coordinates help-desk and service requests for IT, Phone System, Internet Service, Maintenance and Housekeeping by Arts United and Arts Campus tenants
  - Performs regular visual inspection of the building interior by walking hallways, checking lighting, operation of business equipment, and status of meeting rooms.
  
- Administrative Assistant to the President and Leadership Team
  - Provides clerical support to the Arts United President and Leadership Team as requested
  - Coordinates and schedules Arts United events and meetings, including Board Meetings and Committee Meetings as directed by the Arts United Leadership Team
  - Coordinates and communicates with volunteers, board members, donors and community leaders on behalf of and as directed by the Leadership Team
  - Produces and organizes meeting minutes and institutional records
  - Coordinates meeting materials and packets
  - Coordinates meeting hospitality, including coffee, room set up and meeting guests
  - Collects and reports RSVPs for meetings and special events
  - Provides additional administrative support for the Leadership Team including making copies, creating binders and booklets, and organizing files
  
- Office Management
  - Oversees and maintains mail room equipment
  - Maintains an inventory of office supplies and oversees purchasing of paper, toner, and other materials



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- Supports the development and production of direct mail and invitations including folding, stuffing, addressing and/or adding postage to pieces
- Other
  - Perform other duties as assigned by the VP of Arts Campus Administration

Hours: Typical hours are Monday – Friday, 7:30am to 4:30, with an hour break for lunch. Some flexibility to accommodate weekend and after-hours events may be required.

Requirements: The successful candidate will demonstrate excellent interpersonal skills, verbal and written communications skills, adeptness with technology and computers, and superior attention to detail.

Compensation: Wages are commensurate with experience. A generous benefits package includes a flexible and fun work environment, health, dental and life insurance, 403(b) retirement account, and paid vacation, holiday and sick leave.

Application: Send a resume and cover letter to Susan Mendenhall, Arts United President, at [smendenhall@artsunited.org](mailto:smendenhall@artsunited.org).