

ARTS

INCORPORATED

January 4, 2010

Dear Friends,

I am currently looking for a new part time staff member to perform a variety of tasks at Arts Incorporated. If you know anyone who might be interested, would you please forward this information to them?

Job description:

Arts Incorporated, an arts management company working with a variety of nonprofit organizations such as the Nebraska Brass, Nebraska Jazz Orchestra, Lincoln Midwest Ballet Company, Capital Jazz Society, Association of Nonprofit Executives, Nebraska Trumpet Ensemble and Lincoln Municipal Band, is seeking a bright, highly motivated and very organized, detail-oriented individual, interested in working with all aspects of arts and nonprofit organization management, including marketing, publicity, board and volunteer development, events, ticket sales, and more, to perform a variety of office tasks.

The position requires strong written and verbal communication skills and the ability to multi-task. Duties would include research, assisting with grant proposals, correspondence, producing press releases, programs, newsletters and marketing materials, advertising, answering phones, and performing various clerical tasks. The applicant must be proficient in Microsoft Office and comfortable making/taking phone calls.

The job is part time (15-30 hours/week), flex time, located downtown. Hourly wage is negotiable, depending on experience and ability. Professional, creative, casual & non-traditional office atmosphere. Must like (or tolerate) animals.

Please send cover letter, resume and a writing sample to artsinc@artsincorporated.org.

Sincerely,

Dean W. Haist
President
Arts Incorporated

