



## Office Manager

The Virginia Center for the Creative Arts is seeking a creative, detail-oriented person to fill the full-time position of Office Manager at VCCA's central office in Amherst, Virginia.

The Office Manager will report to the Executive Director.

Responsibilities include, but are not limited to:

- staffing the front desk, greeting and orienting guests and incoming Fellows
- implementing procedures and creating documents for incoming Fellows
- maintaining the monthly Fellows list
- writing weekly email correspondence with Fellows in residence
- ordering office supplies and managing office equipment
- managing the library and database of works by Fellows, processing incoming donations of books and artwork
- assisting with VCCA public events, such as Open Studios and Volunteer Day

### Requirements:

- Knowledge of Macintosh operating systems is essential.
- Proficiency in MS Office (Excel and Word)
- Proficiency in the use of Google Suite (Google Docs, Sheets, Drive, etc.)
- Good written and verbal communication skills

**Position Type / Salary:** Full time with benefits; \$14-\$16 per hour based on experience

**To Apply:** Send a letter of interest and resume to [vccaemployment@vcca.com](mailto:vccaemployment@vcca.com).

*The Virginia Center for the Creative Arts (VCCA) is a nonprofit organization that provides residencies for approximately 400 writers, visual artists, and composers each year at its locations in Amherst, Virginia, and Auvillar, France. In residence, VCCA artist-Fellows are provided with an individual studio, a private bedroom, and three prepared meals a day so they can focus exclusively on their work.*

[www.vcca.com](http://www.vcca.com)