



Administrator for Pacific Center for the Book Arts

200 hours/year, seasonal

We are seeking a self-motivated person with expertise in administrative tasks and event and/or volunteer coordination, who is invested in the book arts, and is committed to helping PCBA grow as an institution to serve book artists in the Bay Area and beyond. Proven expertise in event and volunteer coordination, management of administrative tasks, and self-management required. Quicken, FileMakerPro, and WordPress experience ideal but not required; will have to learn these software programs.

Interest parties should email their cover letter and resume to: amr.pcba@gmail.com.

Responsibilities include:

Managing membership (100 hrs/year)

- Renewal letter
- Database input and updating in Filemaker Pro
- Output of membership directory for website
- Printing mailing labels for PCBA mailings (*Ampersand*, Printers' Fair)
- Emailing to membership/maintaining an emailable list
- Welcome to PCBA and *Ampersand* updating for new members
- Managing gifts for sustaining members
- Managing Finances (5 hrs/month with extra hours for Calendar and Printers' Fair months)

Deposit checks monthly

- Pay bills monthly
- Maintain income and expenses in Quicken on a monthly basis
- Organize systems to collect and keep track of money raised at PCBA events (Calendar Show, Printers' Fair, etc)

Managing Events (w/ Board lead for each event) (10-15 hrs per event + event)

- Coordinate member mailings/emails/web posting
- Process entries
- Send web content to webperson
- Manage publicity
- Recruit volunteers
- Organize day-of tasks (reception, show set-up, show takedown, and assign responsibilities to volunteers)

Manage PCBA infrastructure

- Collect, distribute and respond to mail
- Maintain Board email list and send meeting and other reminders
- Take and distribute notes from Board meetings
- Maintain and share volunteer list for PCBA events and recruit and nurture volunteers
- Manage storage of PCBA stuff (old and more recent *Ampersands*)

Manage *Ampersand* publication

- Ensuring that printing and mailing happen according to timeline
- Picking up overs at mailing house and taking to storage
- Mail international *Ampersands*
- Responding to inquiries about missing *Ampersands*