

**POSITION TITLE:** Website Project Fulfillment Coordinator

**HOURS:** Part-time/ May lead to Full-time

**REPORTS TO:** Gallery Curator/Owner

**LOCATION:** Havre de Grace, MD

### **About Artists' Emporium**

Artists' Emporium (AE) is the largest privately-owned gallery in Maryland. We have over 3,000 square feet of exhibit space and feature over 60 local and regional fine artists. Entering our 4th year in business, we have increased sales each year by 50%. With this success we have maximized our retail space and so have launched the website: <https://www.mid-atlanticartists.com> This position will coordinate the marketing, sales and fulfillment of artworks on this site.

Artists' Emporium strives to educate our patrons about the importance of the arts and to support those wonderful artists living in our region.

### **Position Summary**

Coordinate the Mid-Atlantic Artists in-development website: <https://www.mid-atlanticartists.com>. Create content for the website, including data entry regarding original works of art. Gather information and photos from each artist to be entered into the website. Track, analyze and report on goals across all areas.

### **Social Media**

- Coordinate all website data entry and send files to remote interns to load to website following protocol. After training, much of the work can be completed remotely, with occasional on site meetings.
- Gather information as needed from artists
- Coordinate website information

### **Qualifications**

- Degree in a related field: marketing, digital marketing, social media strategy, etc.
- Degree in, or knowledge of art preferred
- High level copywriting, content creation and copy-editing skills
- Excellent written and verbal communication skills
- An eye for photography, videography and design, particularly around content creation
- Knowledge of graphic software such as Adobe Photoshop
- Above average knowledge of social media strategy and influencer marketing with 1-2 years' experience in related field
- Highly organized and detail-oriented by nature
- Personable and outgoing approach to consumer and industry relations
- Proactive thinking, initiative and composure in a fast-paced work environment
- Knowledge of accounting or QuickBooks is a plus
- Proficient in Word, Excel and Outlook

### **Experience:**

- Social Media experience: 1 year (Required)
- On-line Event Marketing: 1 year (Required)

## How to Apply

Please submit the following items to: [curator@midatlanticartists.com](mailto:curator@midatlanticartists.com) (place in subject: Website Project Fulfillment Coordinator and your name)

- Cover Letter
- Resume
- References

Job Type: Part-time