

Job Description – Customer Relations Associate The Studios of Key West

The Customer Relations Associates are most customers' first impression of The Studios of Key West, and play a vital role in our busy art center. We are looking for a dynamic, creative person to join our team and Live the Creative Life.

Job responsibilities include:

- Customer service – greeting and helping guests, donors, visiting artists and volunteers
- Selling tickets, workshop registrations and art
- Answering phones
- Assisting with data entry and other administrative tasks
- Taking tickets for theater and special events; signing in students for classes
- Cash and credit card handling

Customer Relations Associates are needed for both daytime and evening hours. Flexibility is a plus. We are looking to fill three positions, approx. 10-20 hours/week each: daytime, evenings and weekends.

About The Studios of Key West:

The Studios is a multifaceted organization at the heart of Key West's cultural life, whose mission is to foster a creative and connected island community, and promote Key West's reputation as a place where artists can thrive and create new work. From our growing island campus, we present exhibitions, theater, concerts, classes and other programs, and provide space for artists through a nationally recognized residency program.

A Successful Candidate Will Have:

- Strong customer service, communication and organizational skills
- Proficiency with Microsoft Office programs and Mac computers

Beyond the requirements of the job, they will be excited to work in a busy, ever-changing environment, as part of a staff that isn't afraid to roll up their sleeves and back each other up as needed. A demonstrated enthusiasm for the arts is a plus, and opportunities abound to support and participate in all aspects of our mission.

Compensation: \$20-28/hour, commensurate with experience. Discounts on classes and events.

Equal Opportunity:

The Studios of Key West is an Equal Opportunity Employer. We are committed to diversity, equity and inclusion in all aspects of the organization and view every job opening as an opportunity to further those goals.

To Apply:

Email cover letter and resume to Jed Dodds, Executive Director, at jed@tskw.org. Applications will be accepted until the position is filled. See www.tskw.org/jobs for more info.