

ADMINISTRATIVE & ARTS ENGAGEMENT COORDINATOR

Job Title: Administrative & Arts Engagement Coordinator

Location: Brick City Center for the Arts, Ocala, FL

Reports to: MCA Executive Director

Status: Full-Time | On-Site

Position Summary

Marion Cultural Alliance (MCA) seeks a professional, highly organized, and detail-oriented **Administrative & Engagement Coordinator** to keep operations running smoothly and provide **direct support to the Executive Director**. This critical team member helps advance MCA's mission to *champion, convene, and create opportunities for artists and nonprofit arts organizations* by managing the administrative, financial, and operational needs of the organization — including our historic home at **Brick City Center for the Arts**.

This position requires strong **bookkeeping skills**, the ability to manage multiple responsibilities, and a warm, professional demeanor to welcome guests, serve members & patrons, and assist with gallery and event functions.

RESPONSIBILITIES:

Financial & Administrative Support

- Maintain day-to-day financials, including accounts payable/receivable, general ledger coding, and reconciliations
- Prepare monthly and quarterly financial reports (P&L, Balance Sheet, Cash Flow) for the Finance Committee and Board
- Assist in developing the annual operating budget and monitoring fiscal performance
- Process artist payments for gallery and Gift Shop sales
- Manage payroll and employee benefits
- Ensure compliance with fiscal policies and procedures

Executive & Board Support

- Provide administrative support to the Executive Director, including project coordination and document preparation
- Coordinate and manage all Board of Directors meetings, including scheduling, agendas, minutes, and recordkeeping
- Maintain MCA's Board Book, annual documents, and board communications

Membership & Database Oversight

- Manage and maintain MCA's membership program, renewals, records, and communications

- Maintain accurate and organized donor and contact data in MCA's CRM (Network for Good)

Gallery, Events & Customer Service Support

- Provide front desk and gallery coverage during open hours as needed: greet visitors, answer questions, process art and gift shop sales
- Assist with event support including setup/breakdown, tracking sponsorships and ticketing
- Represent MCA at select programs and events with professionalism and hospitality

Building & Facility Oversight

- Serve as point of contact for the **Brick City Center for the Arts** facility, coordinating needs with the City of Ocala
- Manage office and facility supplies; coordinate maintenance and vendor services as needed
- Ensure the building is clean, safe, and welcoming for the public, artists, and partners

Additional Duties

- Maintain digital and paper files in an organized, secure manner
- Support volunteers, interns, and artists with onboarding and coordination
- Other duties as assigned

QUALIFICATIONS:

Education & Training

- Associate's or Bachelor's degree required
- QuickBooks and Excel certification or proven proficiency highly preferred

Experience

- Minimum 1–2 years in a related administrative, bookkeeping, or nonprofit role
- Familiarity with nonprofit accounting and budgeting best practices
- Experience working with boards, donor relations or supporting senior leadership a plus

Skills & Abilities

- Proficiency in QuickBooks, Excel, and Microsoft Office Suite
- Working knowledge of donor or membership management software (CRM - Network 4 Good) preferred

- Excellent organizational, time management, and problem-solving skills
- Clear and professional written/verbal communication
- Strong interpersonal skills, discretion, and ability to work independently
- Friendly, flexible, and resourceful team player

Work Environment & Physical Requirements

- This position is located **on-site** at MCA's gallery and administrative offices above **Brick City Center for the Arts**
- Some evening or weekend hours may be required for MCA events or programs
- Must be able to lift 25 pounds and navigate stairs
- Occasional errands or local travel required; valid Florida driver's license preferred

To Apply:

Please email your **resume and cover letter** to Jaye.Baillie@mcaocala.org. Applications will be reviewed on a rolling basis until the position is filled.