

The Arts District of New Orleans Association invites candidates to review and apply for the position of Membership Liaison for the Arts District Association. The applicant for this position should have a familiarity with the Arts District and its programming, and an familiarity with the neighborhood and businesses contained within it. The ideal candidate has moderate graphic design and marketing knowledge including social media proficiency, and strong ad sales experience and people/communication skills.

Applications should include a brief résumé and a statement as to the applicant's interest in and strengths to offer the position.

**Applications are due by January 16<sup>th</sup>, 2022, submitted to Secretary Margaret Davis—[margaret@artsdistrictneworleans.com](mailto:margaret@artsdistrictneworleans.com)**



The expectation is that the Liaison will, on average, spend 10 hours per week on the duties described below for a fee of \$18.75 per hour not to exceed a total of \$750/mo or \$9,000/yr.

The ADNO Membership Liaison reports directly to the ADNO Board, (President, Vice President, Secretary and Treasurer) and is part of the team, without voting privilege.

The expectation is that the Member Liaison will:

- Add new businesses to association; market to neighborhood businesses to increase membership. The liaison is the official bridge between members and the Board and is intended to be the “face of ADNO” to the membership, and the first line of communication.
- Add members to and manage spreadsheets; assist Treasurer in collecting dues when members are in arrears.
- Manage and update the website to reflect the current exhibitions each month, events in the district, and current membership.
- Maintain information packets (pdfs) for the different levels of membership, for distribution to potential new members.
- Work with the board as needed to coordinate and plan events, specifically engaging area businesses to participate/contribute. Assist as needed in event planning, including soliciting sponsorship monies and product donation, street closure signatures, etc.
- Assist officers as needed with social media accounts- Instagram, Facebook, and twitter (with visual and content input from the members), specifically pertaining to the promotion of the non-gallery/museum member businesses.
- Manage the brochure reprint, working with the Board, membership, and graphic designer to keep the brochure updated. Work with Board to establish and maintain a reprint schedule, gather edits, and proofread for errors/omissions.
- Distribute ADNO brochures around New Orleans area- hotels, welcome centers, conventions, etc. Formulate a regular “route” for distribution, utilizing brochure restocking visits to check in with members or solicit new ones.
- Attend ADNO meetings; typically, the Wednesday after the First Saturday openings. Report on new membership additions.