



Office Administrator

ABOUT CAPE MEDIA CENTER

Cape Media Center (CMC) is a nonprofit community media center and the public access TV station for the towns of Barnstable, Yarmouth, Dennis, Harwich, and Chatham. Our mission is to build community through media, enhance democratic communication, and facilitate free expression by providing our five towns with a state-of-the-art media resource center.

POSITION SUMMARY

CMC's Office Administrator is often a residents' first contact with the media center. The Administrator will work in harmony with the center staff to ensure guests are treated with respect and assisted by the appropriate staff member. This position is located at the media center 17 Shad Hole Road in Dennisport. The administrator will be responsible for operational tasks as assigned by the Executive Director

ESSENTIAL FUNCTIONS

Administration:

- Greet visitors and members professionally
- Assist with media center reservations: daily facility prep, staff and member assistance, generate monthly membership reports
- Maintain membership database
- Assist with member relations
- Assist with Town contract report gathering
- Perform miscellaneous office tasks
- Other duties as assigned by the Executive Director

Outreach and Promotion:

- Manage the Gallery: including scheduling artists, assist artists with setup and reception
- Partner with staff member to manage social media
- Assist with event planning

ATTRIBUTES:

- Willingness to assist when necessary to promote and maintain the mission of the media center
- Ability to work as part of a team
- Desire to participate in creative workplace

REQUIRED QUALIFICATIONS

- Two plus years experience in a similar role
- Strong Google Workspace skills

- Ability to plan, schedule and follow through with assignments

Application Instructions:

All candidate inquiries and applications should be directed to Kate McMahon at kate@capemedia.org. Please include a brief cover letter to convey your skill set and fit based on this job description.