



COMMUNITY-COLLABORATION-CREATIVITY

**COWORKING,
GALLERY AND
EVENT SPACE**

120 Academy St, Fort Mill, SC 29715

POSITION ANNOUNCEMENT:

Currently seeking an Assistant Community Manager for LOOM Coworking, Gallery and Event Space!

Great combo position of:

- ambassador
- office manager
- event planner
- sales/marketing

Perfect opportunity for a graduate student, someone doing other freelance work, etc. who would benefit from some great networking opportunities and a fun work environment!

This is a part-time (but long-term!), hourly position, with flexible 15-25 hours/week.

Coworking and event space use services bartered as well. Future possibility of full-time position. Hours flexible but scheduled. Applicants must be local. [Full description on page 2.](#)

Submit applications to jbelk@loomcoworking.com.

LOOM Coworking, Gallery and Event Space - Assistant Community Manager

LOOM is a multi-functional facility in the heart of historic downtown Fort Mill that provides:

- Collaborative coworking spaces for at-home, mobile and remote workers
- Learning and networking opportunities for the greater community
- A variety of meeting spaces to benefit any business or group
- Special events venues that can make social, business, community, or arts activities a success!

LOOM is here to provide a positive, flexible, risk-free, economical, supportive and family-friendly alternative for those who need a professional home ... providing the relief from the isolation of being an indy worker, without the overhead of leasing an office, meeting space or classroom! Boasting 6,000 square-feet of space in two buildings, LOOM offers a range of membership plans and work spaces, as well as tools, connections, programs and events. LOOM serves as a fine art gallery and a teaching space for art and enrichment. As Assistant Community Manager, you will support the daily operations of our growing coworking community. You will work closely with the Owner to ensure members and visitors have all they need to accomplish their goals, benefit from their time at LOOM and get the most from this positive, family-friendly environment.



loom COWORKING, GALLERY AND EVENT SPACE
COMMUNITY COLLABORATION FOR CREATIVITY

Position:

This is a part-time, hourly position, with flexible 15-25 hours/week. Partial coworking and event use services bartered. Future possibility of full-time position. Hours flexible but scheduled. Great opportunity for someone doing other freelance work, attending graduate school, etc.



Major Tasks and Responsibilities (duties assigned based on experience of applicant):

- Support management in fostering a vibrant community of entrepreneurs, freelancers, students, and local artists who use the facility and communicate with them effectively
- Give substantive tours to potential coworking members and event space renters.
- Facilitate membership and rental applications
- Greet members and visitors and help them navigate our space
- Special event support including planning with renters, facility setup, etc.
- As needed, be on-site to assist with event day tasks/ responsibilities
- Aid in the social media content creation, posting, scheduling and promotion of events
- Help maintain clean & tidy facility and help facilitate daily opening or closing of facility
- Office administration activities including sorting mail, restocking, coffee making, etc.

Soft Skills:

- Enthusiasm for York County, community, entrepreneurship, and people
- Projects a friendly, warm & professional personality with a passion for customer service
- Positive attitude and adaptable to change; Prompt and reliable but flexible with advance notice
- Strong customer service and event planning skills
- Desire to work with a diverse group of people and help build community
- Able to work independently and as well as be a vital member to a small team
- Able to lift/move mobile furnishings
- Strong organizational and verbal/written communication skills
- Willing and able to work occasional late/weekend hours to if necessary (assisting with venue events)
- Proactive with scheduling/coordination with of networking events, private rentals, art exhibits, etc.
- Ideally already networked into the local community



Hard Skills and Qualifications:

- Bachelor's or Associate's Degree in Communications, Arts Administration, Hospitality, Business or Marketing is preferred but not required; Upperclassmen considered
- Competency in Microsoft Office Suite, Google Docs and Calendar required
- Ability to learn industry specific software
- Knowledge of Adobe Photoshop and WordPress are a PLUS (however not required)

Experience:

- Customer Service or Sales: 1 year (Required)
- 1-2 years' experience in Administrative Work or Hospitality/Event Industry preferred (Could be organizationally related)
- Local residents and graduate students preferred

Please contact Jen Belk at jbelk@loomcoworking.com to set up a tour and submit a resume.