

2023 Job Ad

Operations Manager P/T

- Responsible for operation of the office and coverage of office hours, M-F 10am-3pm. This includes contact via phone, email and in-person. This position will have occasional assistance, but will also operate as a one-person office.
- Must be comfortable working with the public.

Office duties include, but are not limited to:

Solicit class and workshop offerings from instructors

Schedule classes and programming in Excel.

Create quarterly catalog

Work with printer for catalog production and bulk mailing

Manage and upload content to website

Maintain office equipment and computer systems (software, hardware, and online processes)

Create flyers, signage, ads etc.

Maintain CRM database, including membership and registration

Maintain money log

Prepare monthly office report for board meeting

Help with gallery shows, including intake/pick up of entries, programs, tags, award certificates

Oversee Office Assistant position

Answer phone and greet walk-ins

Process mail

Skills required:

Microsoft Office Suite. MUST be familiar with Excel.

CRM experience is a MUST.

MUST be tech savvy and have experience with website maintenance.

The ideal candidate will be a self-starter, detail oriented and be comfortable working with the public in a one-person office. The ability to multi-task is critical.

The candidate will have knowledge of the arts and enjoy working in a dog friendly office.

They will have an interest in the arts.

Hours: 25 hours per week, Monday through Friday, 10am-3pm. Additional hours will be assigned as events and activities dictate.

Payscale: This is a part-time position. Pay is hourly/no benefits.

Qualified candidates should send a cover letter and resume to Kim Freithaler, at execdirector@northhillsartcenter.org