

Full Job Description

Operations Director for BluSeed Studios, Part-Time Position, 2020

The ideal candidate will be an outgoing and personable individual who wants to be a team player in a dynamic community arts organization that continues to grow through a myriad of challenging opportunities. The position is the primary contact for the organization working in tandem with the Chair of the Board of Directors and reports to the Board. It is a half-time position with a 20 hour work week that will allow a reasonably flexible work schedule including occasional long-work days when events are scheduled. Work on some weekends and evening hours may be required. This is a one year grant funded position, with a planned effort to continue to support it, and expand it to a full-time position, through a variety of funding programs.

Financial Management Responsibilities:

- Work with Board Treasurer, Finance Committee and Bookkeeper on fiscal management.
- Assist with annual budget process
- Assist in tracking financial performance of all events

Fund-raising - Collaborate with the Board

- Assist in Board fund-raising activities as needed.

General Administrative & Program Responsibilities:

- Assist Board Committees with programming planning and marketing efforts.
- Develop and send out press releases.
- Be involved in website and other social media content; coordinating with volunteers.
- Assist Grants Committee when needed, such as the timely submission of all required reports
- Assist with management of the BluSeed calendar; coordinate with the Programming/ Events Committee on usage of gallery, performance, and studio spaces and the management of ongoing programs.

Job Duties & Responsibilities include:

Oversee day-to-day operations of office, exhibit & studio spaces:

- Telephone, written and email correspondence
- Maintain a schedule of limited office hours
- Attend board meetings and strategy sessions as an ex-officio member
- Coordinate with Membership Committee to help manage member database, help with membership drives, and prepare membership communications.
- Manage and update mailing & email lists & explore new on-line communications techniques
- Assist with event planning, track reservations, sell tickets, handle gallery sales.

Job Requirements:

- Two or more years experience working in a variety of programs with special emphasis on not-for-profit organizations, art programs and/or community groups

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- Strong leadership and organizational skills with emphasis on teamwork and developing partnerships
- Excellent written and verbal communication skills and ability to work with a diverse group of people
- Computer proficiency in Microsoft Office and ability to work with Quickbooks is necessary; graphic design skills a plus.
- Grant writing experience would be helpful
- Ability to multi-task, use good judgment to set priorities and work independently
- Ability to have flexible schedule while meeting organizational needs and priorities