



## Position Available

### Operations Manager

Full-time, Exempt

### Organization

McEvoy Foundation for the Arts presents exhibitions, conversations, screenings, and public programs that engage, expand and challenge themes within the McEvoy Family Collection.

### Position

The operations manager is a central player in a small, dynamic staff team. The ideal candidate is independent, mature, organized, and capable of working comfortably in a highly collaborative fast-paced arts production environment. The position is responsible for managing McEvoy Arts operational platforms including finance, facilities, health and safety, rentals and events, IT, as well as ushering key support for personnel. He/she/they report directly to the Executive Director, coordinates with all staff, and hires and supervises support staff and vendors to successfully execute job.

This mid-level position is built to develop into a higher role of responsibility within the organization, depending on the skills, career goals, and success of the selected candidate. Event-based responsibilities are temporarily limited by pandemic restrictions.

### Responsibilities

The operations manager provides both general support and ensures the execution of departmental goals and plans. This work is aided by a full-time receptionist, part-time staff, and outside vendors.

### Finance and Personnel

Finance: Manage payables and receivables with the bookkeeper. Circulate monthly financial reports, coordinate quarterly financial assessments, and annual budget process. Coordinate and archive annual audit and tax filings. Prepare bank deposits. Maintain and archive financial and confidential records securely. Maintain vendor files and payment schedules.

Personnel: Handle staff onboarding and offboarding and related HR protocols. Oversee non-exempt staff hiring, time cards, systems access, and payroll reporting. Provide basic training and access on all operations systems. Maintain staff personnel manual.

### Facilities

Building: Coordinate with landlord and building manager, staff, neighbors, and vendors to ensure the smooth operations of the facility including HVAC, lighting, utility, maintenance, security systems, parking and common areas, and open hours. Responsible for building access and key code distribution and inventory. Ensure that lease commitments with landlord are followed in a timely way.

Equipment, Furniture, and Other Inventories: Maintain and keep current digital and hard-copy inventories and ensure safe, secure, and cost-effective storage. Maintain equipment service needs and records.

Rentals and Events: Sole contact for facility rentals. Oversee on-the-ground logistics for events including staff and vendor hiring (catering, entertainment, AV, security, and set up and breakdown). Develop and implement professional and welcoming experience for guests at events.

### Health and Safety

Responsible for researching, authoring, and ensuring health and safety protocols for all staff, vendors, and visitors throughout the facility.

### IT

Responsible for managing technical needs for office software, hardware, website, and Internet-based programs. Maintain systems at optimal operational level. Primary contact for technical issues. Recruit

vendors as necessary. Maintain safe and secure duplicate archive of McEvoy Arts; digital assets in server and on other platforms.

### **General**

- Provide copy-editing for departments as needed.
- Research costs and prepare estimates and budgets in departmental areas for quarterly and annual budget process.
- Review quarterly reports, provide projections, and maintain expenses within approved budget limits.
- Carefully review and approve departmental support staff timecards and records. Organize and execute annual support staff evaluations.
- Author protocols and maintain department's Operations Manual.

### **Qualifications**

- BA or equivalent or at least 3 years museum, gallery, or another non-profit cultural setting.
- Knowledge of contemporary art or related discipline.
- Proven organizational, planning and time management, and written and verbal communication skills.
- Experience in a fast-paced, collaborative office environment.
- Supervisory experience is important.
- Technical/software competency: MS Excel and Word essential. Some fluency with project management, and/or accounting software important.

### **Schedule**

Tuesday – Saturday with occasional evening hours. Pandemic hours may differ.

### **Salary**

Commensurate with experience and qualifications. Excellent employee benefits include insurance for medical, dental, and vision services; employee retirement plan, vacation, holidays, and sick leave.

### **Application**

Please submit your resume and cover letter to [jobs@mcevoyarts.org](mailto:jobs@mcevoyarts.org). Please include "Operations Manager" in the subject header. We are accepting applications through 01/31/21. Position open until filled.

### **Criminal Background Check**

Due to the sensitivity and requirements of our positions, you should expect to undergo and be cleared of an employment background/criminal check, if extended an offer for employment. You may also be asked to provide proof of educational degree(s), licenses or credentials pertinent to the position.

### **Equal Employment Opportunity**

McEvoy Arts is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive reconsideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.