

Operations Manager

ABOUT JACOBY ARTS CENTER

JACOBY ARTS CENTER is a 501c3 that nurtures and promotes the practice and appreciation of the arts through Education, Exhibitions, Cultural Programming, and Outreach Initiatives. At JAC we believe the arts make all of our lives better, our neighborhoods richer, and our community stronger. We are dedicated to engaging imaginations & enriching lives in the Riverbend through art.

The Art Center occupies the former Jacoby's Furniture building in downtown Alton, IL. The Main Floor features Art Galleries, Performance Venue, Artist Shop and Commercial Kitchen. The Lower Level features our Art Classroom, Ceramics Studio, and Artist Studios.

We seek a professional, organized, team-oriented Operations Manager to serve as the primary front-line manager of the Jacoby Arts Center, including implementing the vision, managing staff, coordinating diverse programs & activities, and administering organizational processes & procedures. Under the guidance of the Executive Director, this position should be dedicated to the arts, skilled in internal & external communications, familiar with nonprofit management, and a good team leader. Looking for a type A personality to keep all our creative projects organized. Must understand the creative process and be able to manage creative people.

The Operations Manager reports to the Executive Director.

PRIMARY RESPONSIBILITIES

Under the supervision of the Executive Director (or the Board of Directors in the absence of an Executive Director), the Operations Manager strategically *manages* and *supervises* day-to-day operations and affairs of Jacoby Arts Center with efficiency and effectiveness, including . . .

- Serving some executive functions in the absence of an executive director (and in collaboration with the board of directors), including. . . .
 - evaluation of all programming (education, exhibits, and performance events)
 - personnel management (recruitment, selection, orientation, evaluation, and termination)
 - clear and proactive communication with the board of directors, including the production of a monthly "Operations Manager Report."
 - fundraising and donor relations (in close collaboration with the Board of Directors)
 - serving *ex officio* on the Board of Directors
 - approving cost structures and price points for all programming
 - other executive duties as assigned by the Board of Directors
- Financial management (e.g., bookkeeping, monitoring expenditures, monitoring revenues, reconciling spending needs to budget priorities)
- Personnel/staff management & supervision (e.g., maintaining employee files; managing payroll; supervision; evaluation)
- Facility and studio management (e.g., identifying facilities-management needs, landlord relations, coordinating with outside contractors)
- Special event coordination & planning
- space allocation and scheduling (including coordination of events to ensure adequate space and appropriate schedules)
- recommending cost structures and price points for all programming
- recommending and coordinating policies and procedures related to all programming
- proactive and clear communication with staff
- other duties as assigned

QUALIFICATIONS AND SKILLS

- Bachelor's degree in management, arts administration, public administration, or related field
 - or 2-year degree and equivalent work experience
- demonstrated ability to apply strategic values and goals to day-to-day needs
- knowledge of human resource standards, policies, and procedures
- knowledge of bookkeeping and accounting procedures
- experience with the use of Quickbooks, Office (Word, Excel, Outlook, Powerpoint) or Google suite (Docs, Sheets, Slides, Gmail), including sharing and group work
- experience with customer relationship management software
- strong oral & written communication skills
- ability to address complex problems
- ability to build and sustain teams and manage create projects

- familiarity with nonprofit programming, marketing, fundraising, and retail, including both customer-facing and support functions

COMPENSATION

We offer competitive pay based on experience and qualifications.

LOCATION

The Jacoby Arts Center is located in Alton, IL; some local travel required

POSITION TYPE

Full-Time. Some flexibility in schedule, however, must be onsite during scheduled open gallery hours and some weekends as required for events and programs.

HOW TO APPLY

We invite all qualified candidates to send a cover letter, resume, and three professional references to:

rachel@jacobyartscenter.org

In particular, we would love to know the following: Why is art important to you and to our community?

DEADLINE: _____

The Jacoby Arts Center provides equal employment opportunities to all employees and applicants for employees and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Jacoby Arts Center will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.