MacRostie Art Center (MAC) is a nonprofit art center dedicated to inspiring a creative community. The MAC believes art plays an important role in community development, creative opportunities should be accessible to everyone, and artists should be celebrated and supported. With monthly exhibitions, a year-round art education program for youth and adults, and programs to support working artists, the MAC is a hub of the local arts scene and an advocate for the arts in rural communities.

GENERAL PURPOSE
The Operations Manager is responsible for creating and maintaining systems that support the MAC’s internal functions and external programming. The position will oversee information technology, record keeping, membership, and financial processes to support the MAC’s programmatic work. As part of the leadership team, the Operations Manager will achieve a high-level understanding of the organization systems and be involved in creating and maintaining policies and procedures that reflect the MAC’s mission, vision, and values.

SUPERVISION RECEIVED
Works in collaboration with the Executive Director.

HOURS/WORK SCHEDULE
This position is part time, 20 hours per week with the potential to be full time for the candidate with the right mix of skills. The schedule is flexible within a Monday – Friday work week. The position requires one day a week on site, but remaining hours may be performed remotely.

COMPENSATION
$22/hour, PTO, and Simple IRA retirement benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES
This is a new position at MacRostie Art Center, and the job description provides a general outline of the anticipated role of the Operations Manager. MAC recognizes that every individual has unique skills and experience and works with each employee to build a job description that best suits their interests and abilities. The Operations Manager can expect to be fully engaged in the day-to-day operations of the organization, with the focal areas of their work at the optimal intersection of the organization’s needs and the individual’s talents.

Administration & Finance
- Lead the integration of database and information systems to track students, members, donors, and other constituents.
- Review organizational record-keeping policies and oversee electronic/ hard copy filing systems.
- Work with Executive Director to track and manage grant payments and reporting requirements.
- Prepare weekly deposits and submit check requests.
- Provide bookkeeper with information needed to compile monthly financial reports.
Membership Development

- Manage membership renewals and regular member/donor recognition.
- Work with Executive Director to create and manage annual member drive.
- Lead creation of annual report.

Perform additional duties as needed.

QUALIFICATIONS

Essential qualifications and characteristics:
- Commitment to the MAC’s values of inclusion and accessibility in the arts.
- Strong interpersonal skills and ability to work with individuals with diverse abilities, interests, and communication styles.
- Self-motivated with the ability to work independently and with minimal supervision.
- Enthusiasm for learning on the job.
- Excellent organizational skills, comfortable moving between multiple projects in a workday.
- Experience working with Salesforce or other data management systems and/or the willingness and ability to learn new technologies.

Preferred qualifications and characteristics:
- Experience in nonprofit organizations, preferably in development and/or administration roles.
- Familiarity with Mac OS, Microsoft Office Suite, Adobe Creative Suite, Squarespace, and Shopify.
- Experience with financial management and reporting, including Quickbooks.

MacRostie Art Center does not discriminate on the basis of race, color, religion, sex, age, gender identity, disability, or national origin in the hiring, retention, or promotion of employees. We value representation and inclusion, and we know that the diverse backgrounds and lived experiences of our staff, members, and community make us stronger.

TO APPLY
Submit a resume and letter of interest by email: katie@macrostieartcenter.org

DEADLINE
Applications will be reviewed as they are received, and the position will remain open until filled.

For questions or clarification about the position, email katie@macrostieartcenter.org