

# Operations Manager



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Launched in 2015 as a national initiative, artEquity provides tools, resources, and training at the intersection of art and activism. With over 5,000 individuals trained, and a growing alumni community, artEquity is building a broad base of individuals and organizations who are strategically poised to create and sustain a culture of equity, inclusion, and justice through arts and culture.

## Team Approach

artEquity works with a team approach based on administrative and project needs. Reporting to the Deputy Director, this position will be the Team Lead for the following area: Operations.

## Responsibilities/Duties

Working with a dynamic team of staff and facilitators, the Operations Manager will provide oversight for artEquity operations including systems design and implementation and database, and support human resources efforts for the organization. As a member of a collaborative national team, the Operations Manager will work remotely, attending teleconference and video meetings, as well as periodic in-person meetings and trainings. Primary duties will include, but not be limited to:

## Systems Management and Integration

- Manage and maintain the accuracy of the Operations Manual and Operations Checklist that aggregates all instructions and guidelines for internal systems and processes.
- Manage organizational database and communication systems, including administration of Google workspace and other systems.
- Serve as a resource and point-person on the features and effective use of the technological tools and other software we use.
- Act as the main point of contact for organizational practices including documenting procedures; guide staff and send reminders when necessary.
- Manage and maintain secure and accessible organization of digital files and creative content.
- Identify new operational system needs with guidance from the Leadership Team and in consultation with the staff; oversee and implement changes.
- Assess the organization's current operational policies, practices, and systems with guidance from the Leadership Team and in consultation with the staff; implement improvements as needed.
- Provide oversight and continuity over the development and implementation of accessibility efforts for virtual and in-person programming.

## Human Resources/Team Culture

- Manage and maintain organizational Culture Book.
- Manage, coordinate, and support, staff development training, activities, and processes in support of organizational sustainability.
- Manage the recruitment and hiring processes for new employees including posting job openings, application review, interview scheduling, onboarding and orientation.
- Review and update job descriptions for consistency, clarity of roles, and alignment of responsibilities.
- Maintain organizational chart and staff contact sheets as needed.
- Track annual staff anniversaries and create organizational acknowledgment.
- Conduct quarterly benefits review, making recommendations for increased and/or new benefits as needed.

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- Provide leadership for, assist in scheduling, create goals/agendas, and track follow up discussion topics or actions for regular staff meetings, staff planning calls, and staff retreats.
- Provide access support for staff as requested.

## Other Administrative

- Participate in scheduled team calls as needed.
- Collaborate on the creation of internal systems, protocols, and resources that support accessibility needs of staff, contractors, and facilitators.
- Participate in anti-racist working group(s) and anti-ableism working groups as appropriate.

## Skills

- Have at least 3 years experience in operations, organizational systems and human resources, with financial management a plus, preferably in the nonprofit sector.
- Have a commitment to social justice and art activism.
- Have demonstrated project management experience.
- Have strong communication skills both written and verbal.
- Have a willingness and ability to engage in strategic thinking and planning.
- Have an interest in and/or familiarity with the arts.
- Have a high level of discretion and ability to review and safeguard confidential data and information.
- Have a commitment to ongoing self-reflection, awareness, and analysis-building.
- Have the ability to collaborate and skillfully receive and integrate feedback non-defensively.
- Must be able to work independently, have strong decision-making skills, and also work collaboratively as part of a dynamic team.
- Must be familiar with both Microsoft Suite and Google Drive platforms, Canva, project management software, Wix, and MailChimp, as well as all social media programs.
- Access to local transportation and be willing to make local and national trips and drive on behalf of artEquity when needed.
- Experience with facilitating group dialogue is a plus.

**Job Status:** Full-time (30 Hours), Hourly, Non-exempt Employee

## Compensation

- 30 hour/week staff position at \$25 - \$30/hour (\$39,000 - \$46,800 annually)
- Health and dental (employer pays 50%)
- Access to Vision plans
- Professional development stipend
- Wellness stipend
- Technology stipend
- Access to 401K (non-matching)
- 14 Paid holidays
- Paid Sick/Wellness Time
- Paid Time Off accrual
- One week paid summer break
- Two weeks paid winter break

## Commitment to equity and social justice

*artEquity is committed to creating a diverse and inclusive environment. Applicants from populations historically underrepresented in the arts field are strongly encouraged to apply. All applicants will receive consideration for employment without discrimination based on race, color, religion, gender, gender identity or expression, sexual orientation, national origin, ability, age, or veteran status.*