



Reports to: CEO

Classification: Exempt

Full-Time Benefits: Vacation and sick pay, health benefits

Schedule: M-F 8:30-5:30; non-standard including occasional evenings and weekends

Start Date: ASAP

About Armory Arts Center:

Armory Art Center is a vibrant cultural organization dedicated to inspiring the creation and experience of art. We offer a wide range of programming from hands on art making to events and exhibitions. We are home to one of the region's most comprehensive arts schools, offering classes in painting, sculpture, ceramics, digital arts and more. As we approach our 40th anniversary, Armory Art Center is committed to creating community through the arts.

Position Overview:

Armory Art Center is seeking an experienced and highly organized Operations Manager to oversee the day-to-day operations and administrative infrastructure that support our growing cultural programs. This role ensures that all systems, facilities, and processes function efficiently and that internal operations align with the organization's mission and strategic goals. The ideal candidate brings operational and leadership experience in a professional cultural organization with an understanding and appreciation of the visual arts. If you are detailed oriented, able to work independently and with a team, like a fast pace environment and is a self-starter we encourage you to apply.

Key Responsibilities:

Administration

- Work with the Facilities Manager and Head Registrar to maintain public facing protocols and schedules, signage, notices, etc.
- Oversee the registration staff and ensure scheduling coverage for the Registrar's office
- Act as public and board liaison when other staff members are unavailable
- Attend and take minutes for board meetings
- Intake mail and other paperwork for the CEO

Technology & Website

- Ability to learn multiple software platforms quickly
- Work with Marketing and CEO as needed to update website
- Coordinate with Marketing staff and Outside organization to ensure communications and device maintenance

- Communicate with database administrators for class registration system as needed
- Manage SharePoint file system and MS Office suite for company emails, etc.
- Assist with technological needs such as Zoom, conference calls, etc.

Marketing

- Coordinate with Marketing staff, CEO and contracted marketing and PR company to create a schedule and promote content throughout the year
- Assist with marketing content so that it aligns with grant needs and reimbursements
- Oversee marketing budget for all printed and digital expenses, in cooperation with the marketing agency and education/advancement staff

Art School

- Manage the uploads of art school content to the website as distributed by the Director of Education, including but not limited to classes, exhibitions, events, and other relevant information
- Coordinate with Director of Education and Marketing staff to ensure scheduling matches overall organizational needs and calendar

Advancement

- Collaborate with advancement staff on distribution of digital and printed content, in tandem with the marketing agency and Marketing staff, to promote Armory Art Center initiatives such as fundraising, donor relations, membership, etc.
- Compare and contrast advancement needs and calendar with overall art school and administration schedule to ensure smooth operation
- Act as marketing liaison as needed between advancement staff and marketing agency
- Support advancement staff with information needed for grants

Additional tasks/responsibilities may be provided by CEO.

Qualifications:

- Minimum of 3 years of progressive experience in operations or administration, with some management experience
- Proven track record of establishing systems of accountability.
- Strong leadership, supervisory, project management, and problem-solving skills.
- Excellent written and verbal communication abilities.
- Proficient in Microsoft Office Suite, and relevant operational platforms.
- Experience with budgeting, vendor negotiation, compliance, and facilities oversight.
- Bachelor's degree required, master's degree in arts administration, Nonprofit Management, or related field preferred. Experience with visual arts is a plus

FULL TIME: 40 hours/week on site.

Salary: \$40,000 - \$50,000

APPLY: employment@armoryart.org

