

Operations Manager

The Juneau Arts and Humanities Council is seeking an Operations Manager. This fulltime position works closely with the Executive Director to plan and implement Juneau Arts & Humanities Council programs in accord with the mission and goals established by the Board of Trustees.

General areas of focus are finances, human resources, patron services, and daily office management.

Finances:

The Operations Manager oversees the day to day finances of the organization. This person will:

- assist with development and monitoring of the annual operating budgets for the Council and Centennial Hall.
- Oversee Accounts payable and Receivable, preparing checks and monthly statements.
- Oversee the Point of Sale system, setting up inventory, tracking daily sales, entering deposits, and assisting with sales reports.
- Be responsible for the Box Office system, including set up, reporting, and payouts.
- Do Purchasing and maintaining supplies as needed, in accordance with the budget.
- Prepare monthly management reports.

Human Resources:

- Assist with development of job descriptions, and help with hiring as needed.
- Assist with scheduling.
- Track anniversary dates and schedule evaluations, etc.
- Help make the work environment fun, welcoming, and efficient.

Patron Services:

- Oversee the online calendaring system, including the community calendar, the JAHC & CH business calendars, and the helping to track the JACC & CH rental calendars.
- Produce and distribute the Weekly What's Up.
- Greet and serve the public and patrons in the office, on the phone, by email, and on the internet.
- Help maintain the donor database, prepare monthly reminders, track lapsed and new donors, and work to increase the membership rolls.

Office Operations:

- Maintain office files and records for grants, scholarships, concerts and events, education programs, AR & AP, personnel, creating systems as needed for increased efficiency.
- Develop effective systems for collecting applications (scholarship, grant, gallery, etc).
- Manage volunteers, including maintaining up to date lists and contact information, recruiting volunteers for events and projects, and assisting with providing training for the volunteer corps.
- Assist with meeting preparations.
- Oversee the Office Assistant and poster hangers.
- Otherwise attend to the smooth operations of the offices.

Successful applicant will have:

- Excellent organizational skills, strong written and verbal communication skills, strong analytical skills, tact and the ability to work independently and to take initiative to accomplish goals with a minimum of supervision. Previous experience managing offices or large projects is preferred.
- Must be able to use Microsoft Office Word and Excel, Acrobat, be comfortable working on-line and able to do some web work.
- An interest and some background in the arts and humanities.
- Experience with Quickbooks bookkeeping and record-keeping.
- Strong communications skills, both verbal and written.
- Knowledge of database management is preferred.

About the job:

- This is a salaried position, with initial pay set at \$62,400/yr.
- Employment is at-will, and is subject to a two-month probationary period.
- Leave time of 1.5 days/month accrues after the first two months.
- The Council observes seven paid holidays + two personal days for full time employment, following the probationary period.
- Hours are flexible, and may be tailored to meet personal needs as much as possible.
- Some weekends and evenings will be required.