

# Manship Artists Residency

## Employment Opportunity: Operations Manager

TITLE: Operations Manager

SUPERVISOR: Executive Director, Rebecca Reynolds

STATUS: Part-time (25 hours week)

LOCATION: Remote and On-site

ABOUT US: The mission of the Manship Artists Residency is to give artists time and space to flourish. Founded in 2015, this nonprofit was created to establish an artists residency at the Cape Ann estate of the late sculptor Paul Manship, whose *Prometheus Fountain* at Rockefeller Center is one of America's most recognizable public monuments. The artists residency program has been operating on site since May 2019. Despite the headwinds of the global pandemic, Manship Artists Residency has transformed this historic site among the quarries to an active artists residency, hosting regional, national and international, interdisciplinary artists. When this is part of an artist's practice, Manship Artists Residency offers independent and collaborative public programming opportunities to its residents, connecting them with local arts and community organizations.

Manship Artists Residency values the creative process, science and nature, environmental conservation, global exchange, equal opportunity and access, civic engagement, collaboration, community partnerships, trust and integrity, and the positive impact of art on our world and society.

JOB SUMMARY: The Operations Manager reports to the Executive Director and supports organizational administration and operations, provides clerical assistance for the Executive Director and Board leadership, and carries out special projects as assigned. This is a new position, working in a young, dynamic organization and you will be critical in shaping the job's responsibilities and defining this role as the organization grows.

### RESPONSIBILITIES:

- Provide general administrative support to Executive Director and Board leaders including but not limited to establishing and maintaining organizational systems, files, documents, and operational calendars
- Facilitate internal and external communications such as responding to general inquiries, ensuring appropriate leadership response to prospective residents and collaborators,

and drafting regular correspondence such as Board updates, meeting agendas, and newsletters

- Manage the Manship database and all associated lists and data such as fundraising appeal responses, contacts, mailing lists and more
- Support the Board Chair and collaborate with the Board Clerk. Prepare and organize Board materials including but not limited to charter details, committee membership, meeting materials, follow-up notes, and other organizational needs
- Support the Development Director. Prepare and send appeals, acknowledgements, donor tax receipts, and stewardship as directed by Executive Director and Development Committee
- Assist with bookkeeping by managing open invoices, documenting transactions, and logging finances against annual budget
- Support events, exhibitions, and meetings by preparing agendas, attending and taking minutes, coordinating catering/refreshments, sending invitations and managing RSVPs, partnering on on-site event needs such as set-up, managing event flow, greeting guests, and clean-up, and post-event evaluations and surveys
- Partner with the Executive Director and Programming Committee Chair to manage the artists residency program including organizing incoming applications and post-residency evaluations, tracking decisions and responses, and ensuring guests' needs are met before, during, and after their visit
- Assist the Executive Director and Board leadership with special projects and temporary duties as assigned
- Assist the Executive Director in coordinating volunteers to support the residency and its programming
- Above are examples of current anticipated needs. Responsibilities of the Operations Manager will evolve as Manship Artists Residency continues to grow

#### QUALIFICATIONS:

- Excellent organizational, verbal and written communication, and problem-solving skills
- Professional and welcoming presence, customer service skills, and positive mindset
- Proficiency with technology, word processing, internet and operational systems, including use of Google Workspace
- Ability to maintain confidentiality and confidential documents internally and externally
- Resourceful, self-motivated, and able to work independently and as a collaborating team member
- Open mindset, enthusiasm, and sense of humor are a must

SALARY: \$25/hr; 25 hrs/week

HOW TO APPLY: Please submit a cover letter and resume with a summary of demonstrable accomplishments directly to Executive Director Rebecca Reynolds at [info@ManshipArtists.org](mailto:info@ManshipArtists.org). Interviews will be scheduled as applications are received, the latter being accepted until December 1, 2023.

Manship Artists Residency is a registered 501(c)(3) non-profit organization and an equal opportunity employer.

*This position is time-limited for one year and may be extended based on needs of the organization. Conversely, the position may also grow to become a full-time position with additional responsibilities based on the performance of the individual and of the organization overall.*