



## **JOB DESCRIPTION - OPERATIONS MANAGER (FULL TIME)**

### **THE BRONX COUNCIL ON THE ARTS**

A pioneering advocate for cultural equity, the Bronx Council on the Arts (BCA) nurtures the development of a diverse array of artists and arts organizations, building strong cultural connections in and beyond The Bronx. BCA serves a constituency of some 1.4 million residents, 5,000 artists and 250 arts and community-based organizations with cultural services and arts Programs, including grants, workshops, arts advocacy, and cutting-edge exhibitions.

### **THE POSITION**

Reporting to the Executive Director, the Operations Manager will be responsible for developing and implementing internal organizational policies, procedures and systems to support the organization's strategic growth. The Operations Manager is a key member of the senior team and manages the organization's HR, ensures organizational effectiveness, and contributes to the development and implementation of organizational strategies, policies and practices. The ideal candidate is highly organized, self-motivated, systems and detail-oriented, meticulous, and an effective communicator and collaborator. This is an excellent position for someone who is looking to expand their career experience by joining a dynamic and growing arts organization.

### **Responsibilities:**

- Review and help implement current and proposed operating systems and procedures, and recommend strategies for improving clarity, professionalism and efficiency.
- Develop annual Operations Plan with the Executive Director.
- Support organization's move to a new renovated facility in 2018-2019.
- Find and manage facility's staff, including building and equipment maintenance and repair.
- Ensure that all building systems meet applicable local, state and federal codes and regulations.
- Manage vendor relationships and project bids. Negotiate and oversee vendors' contracts.
- Oversee phone and IT systems maintenance and repairs.
- Manage HR intake and separation processes, including drafting and posting job descriptions, resume intake, candidate pre-selection, coordination of interviews, hiring, orientation, training, etc.
- Oversee organization's and staff's adherence to legally compliant HR policies and procedures.
- Process time sheets and work with finance department to process payroll.
- Manage staff's benefits, including Pension plan, 401K, health insurance, etc.

- Oversee employees' schedules and compliance with personnel policies. Oversee professional development initiatives for staff.
- Monitor and control program and organizational inventory, including ordering office supplies.
- Manage and ensure compliance with City, State and Federal websites.
- Support the drafting and revision of personnel manual, operating manual, and employee handbook.
- Any other tasks as indicated by the Executive Director.

**Requirements:**

- Bachelor's degree required, Graduate degree preferred.
- Minimum four years' operations related experience, including creating and managing organizational systems, developing organizational policies and procedures, and managing IT infrastructure and HR functions.
- Computer proficiency, including MS Office Suite, DropBox, and GSuite, and databases.
- Knowledgeable of current labor laws and rules.
- Dependable and reliable. Comfortable in a fast-paced, growing organization.
- Ability to work independently and as part of a team.
- Highly organized, detail-oriented and able to prioritize tasks and manage time effectively.
- Strong interpersonal skills and a good sense of humor.
- Impeccable verbal and written communication skills.
- A commitment to BCA's mission and values.

**How to Apply**

Please send a cover letter and resume to [bronxarts@bronxarts.org](mailto:bronxarts@bronxarts.org) - with subject line "Operations Manager". No phone calls please.

The Bronx Council on the Arts is an Equal Opportunity Employer (EEO). All candidates for employment will be considered without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, physical or mental disability, veteran status, or any other basis protected by applicable federal, state or local law.

**Compensation** is commensurate with experience.

**Closing Date:** Position open until filled.