

Art Museum of Greater Lafayette

Job Description

(October 24, 2020)

Position: Operations Manager

Reports to: Executive Director

Basic Function: The Operations Manager is a team leader with responsibility for overseeing staff, communications, marketing, membership, special events and education programs. The Office Manager works with the Executive Director to initiate plan organize and implement Art Museum activities. Adherence to board-established museum policies, ethics and museum professional practices are required.

Specific Job Responsibilities and Duties:

Office Administration

1. Assist the Executive Director in development of correspondence, proposals, reports, presentations as needed.
2. Maintain the official calendar of events, exhibits, programs and classes.
3. Answer telephone calls and greet visitors.
4. Help set up rooms in advance of scheduled meetings and functions.
5. File approved committee reports and minutes from Board and Foundation Board meetings in permanent electronic and paper archives.
6. Oversee facility sanitization and housekeeping.
7. Keep all computer operating systems and software updated.
8. Maintain and update the Museum Shop cash register system as needed.
9. Maintain office supply levels within budget.

Marketing and Communications

1. Maintain the www.artlafayette.org website.
2. Create and email newsletters and special announcements.
3. Keep email database current.
4. Manage and schedule all *Zoom* meetings.
5. Correspond with Art Museum constituents as directed.
6. Prepare and schedule mailed exhibition announcements in advance of openings.
7. Maintain the social media and email posting calendar
8. Create or import content for posts on Facebook, Instagram, Twitter and YouTube.
9. Plan and execute Google Ads and Facebook boosts. Monitor metrics to ensure results/
10. Compile and write content for the annual report and facilitate posting and distribution.
11. Ensure upcoming event and exhibition announcements are distributed through social media, community calendars, email and printed material.

Grants

1. Find grant opportunities.
2. Write and prepare grant applications. Includes extensive writing, obtaining vendor quotes and financial reports.
3. Prepare and submit follow up reports as required by the grantor.

Development

1. Assist Executive Director in preparation of sponsorship proposals and gift solicitations.
2. Maintain the donor database and acknowledge all gifts.
3. Distribute year-end contribution requests and organize an annual *Giving Tuesday*

- campaign and other appeals.
4. Seek and solicit sponsorship for all special events including *Heart of Art*, *Friday Night Live* and *Art Bark & Brew*.
 5. Maintain the New Museum campaign donor spreadsheet.
 6. Attend and take minutes for Campaign Cabinet meetings.

Special Events

1. Organize and manage all aspects of fund-raising and member appreciation events.
2. Coordinate the annual *Heart of Art* wine dinner.
3. Oversee and staff the annual *Heart of Art* fundraising event. Includes help with procuring auction items, operating the online auction, managing ticket sales, creating item photographs and displays, vendor direction and event-day management.
4. Manage other in-person or virtual events, including *Friday Night Live*, *Art Bark & Brew*, *Outdoor Movie Nights* and others. Includes sponsor procurement, marketing, vendor management and event setup.
5. Plan and coordinate *2nd Century Club* (upper level patrons) special events.
6. Schedule, market and coordinate artist and special guest talks.
7. Attend Marketing and Membership Committee meetings.

Management

1. Oversee, train and manage museum staff, including
 - a. Membership Coordinator
 - b. Museum Shop Manager
 - c. Information Specialist
 - d. Receptionist
2. Attend and coordinate volunteers to staff the museum booths at community events including *Gallery Walk*, *Art on the Wabash*, *Art in the Park* and *Latino Fest*.

Art League

1. Assist members as requested with mailings, event setup and office support.

Manya Fan Art Education Center

1. Oversee faculty, studio class marketing, student registration and instructor reimbursement for the *Manya Fan Art Education Center*.
2. Organize schedule and lead faculty meetings as needed.
3. Prepare and distribute student and instructor evaluations at the end of each class.
4. Review evaluations with the Executive Director and recommend improvements.
5. Recruit educators for studio art classes.

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Executive Director. All requirements are subject to change over time and modification to reasonably accommodate changing institutional needs such as the current COVID-19 pandemic.

Employment Classification:

This is an Exempt full-time salaried position. The personnel policies handbook describes this as an employee who regularly and consistently for more than 35 hours per week.