

Columbia Arts

JOB TITLE: CENTER MANAGER

GENERAL EMPLOYEE • REGULAR • FULL TIME EXEMPT

SALARY: \$62,400 – 72,800 ANNUAL DOE

JOB SUMMARY:

The **Center Manager** position will provide leadership and management skills and have an understanding of fiscal responsibility for the non-profit 501(c)3 community arts organization. The position requires strong interpersonal and communication skills and the ability to make decisions independently. The position requires strong collaborative skills to work with the Board of Directors, partner organizations, volunteers, grant-making organizations and private donors and/or sponsors. The position oversees facilities scheduling, sales, volunteer training and schedule coordination, and administrative tasks and functions for the day-to-day operations of Columbia Center for the Arts (“CCA”). The position requires regular work hours at the Center typically occurring between the hours of 12:00 p.m. and 6:00 p.m. Wednesday – Sundays. The Center Manager position works under direct supervision of the Board of Directors. The Board provides the annual performance review and work plan. Some evening and weekend hours will be required.

ESSENTIAL DUTIES:

- Administration
 - Oversee public information and marketing and communications, and serve as the public face of the organization in all community outreach
 - Oversee grant applications planning and submission and manage grant agreement contracts and reporting
 - Oversee private and corporate fundraising efforts
 - Oversee annual budget preparation and periodic financial reports to the Board in collaboration with the bookkeeper and Finance Committee
 - Manage partnership development with other arts and human services organizations to achieve 2023-2027 Strategic Business Plan goals and objectives
 - Attend Board of Directors meetings to provide operational and financial reports and provide administrative support for board functions.

- Calendar Management, Volunteer Staffing and Facility Space Use:
 - Recruit, onboard and train all volunteer candidates.
 - Manage building security system with key check-out and security code protocols.
 - Coordinate volunteer schedule and manage all communications with volunteers.

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- Train and manage check out and check in of keys for all Center volunteers.
 - Receive volunteer applications and conduct interviews and training to maintain a full roster of volunteers to enable the Center to open regular hours of Noon – 6PM, Wednesdays through Sundays.
 - Distribute blank rental contracts in response to rental inquiries and provide tours of the facility for potential renters.
 - Manage booking calendars for all spaces (Gallery, Theater, Workshop)
 - Provide execution for rental contracts (signature gathering, processing security deposit, checking out keys and making sure final check is received by the bookkeeper). Perform after-rental walk-through inspection of spaces used, collect all keys and facilitate security deposit processes.
 - Receive, record and report payments for rentals and convey to bookkeeper.
- Contracts Administration:
 - Receive, record, and report all facility rental and use requests and manage booking calendar.
 - Using contract template, provide draft contract agreement to potential renters for review of terms and conditions.
 - Manage contract execution (signature gathering, processing security deposit, checking out keys according to final contract terms).
 - Perform after-rental walk-through inspections of used spaces and inform Board of facility condition, security deposit use or return, and collection of keys.
 - Receive payments for rentals and convey to bookkeeper.
 - Manage all vendor contracts including janitorial, grant writing, marketing, and others as needs arise.
 - Manage all grant agreement contracts and ensure project deliverables and reporting are completed.
- Facility Maintenance Supervision:
 - Schedule janitorial services as needed and ensure janitorial crew access to the building.
 - Perform regular walk-through of all areas of the building, including all bathrooms checking plumbing, HVAC, fire suppression and other building systems are operating properly.
 - Schedule Board and Building Committee appointments for bi-yearly check-ups of furnace and air conditioning units on roof and alarm in building.

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- Gallery & Lobby for Local Art Duties:
 - Conduct outreach to local artists to determine interest in showing their work in lobby space and maintain calendar for commitments to showing work in space.
 - Manage all artist contracts and agreements, and ensure commission agreements are understood.
 - Write and disseminate press releases and media alerts for upcoming shows, classes and events held at the Center.
 - Write and disseminate regular emails to Columbia Arts listserv on various topics as needed for continuous engagement with stakeholders and supporters.
 - Manage social media posting and promotions schedule.
 - Ensure that all visitors to the Center are greeted by either a staff member or volunteer that is able to answer questions, perform sales of art work, and otherwise assist with customer needs.

NON-ESSENTIAL DUTIES:

- As assigned.

SUPERVISION:

The Center Manager position works independently with the general supervision of the Board. The Board provides the annual review. Guidance is communicated orally and/or in writing, including during regular monthly board meetings.

SUPERVISORY RESPONSIBILITIES:

The Center Manager supervises volunteers and may supervise Columbia Arts staff.

MINIMUM QUALIFICATIONS:

- **Education:** Minimum 2 year college degree, 4-year degree preferred, or equivalent professional experience.
- **Experience:** Prior arts organization administration support experience is preferred but not required.
- **Certifications:** Possess and maintain a valid driver's license with good driving record.
- **Pass pre-employment background check.**
- Strong interest in and understanding of issues of equity, diversity, and inclusion in non-profit organizations, and a desire to support the CCA community in upholding its standards of racial equity, LGBTQIA+ and gender equity and accessibility.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

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- Proficiency in Microsoft Word, Outlook, Excel, G-Suite Email and Google programs, Facebook, Instagram, Twitter, Wordpress, Zoom.
- Bi-lingual English/Spanish is preferred but not required.
- Basic familiarity with Calendar software.
- Proficiency in written communication.
- Comfortable with basic office machinery and cashiering computer equipment.
- Strong collaborative skills and demonstrated ability to form and maintain professional relationships and working effectively with others on a common task.
- Ability to exercise good judgement in communications and professional demeanor.
- Ability to coordinate multiple projects and assignments simultaneously, manage time efficiently and deliver on deadlines.
- Demonstrated competence in public outreach and strong collaborative skills.
- Confidence in dealing with a broad variety of people at all levels and the ability to exercise confidentiality and discretion.
- Strong understanding of non-profit corporation operations and management.

WORK ENVIRONMENT:

Work is conducted primarily in a non-private front desk environment at the Center. Work may be conducted remotely as appropriate and/or necessary. Evening and weekend work will be required on occasion.

PHYSICAL DEMANDS:

Requires strength and mobility for this setting. Work may require lifting objects weighing more than 30 pounds. Corrected vision sufficient for use of computers.

RELATIONSHIP WITH OTHERS:

The Center Manager has regular telephone, mail, email, or in-person contact with board members, volunteers, other CCA employees, donors, funders, contractors, and members of the general public to provide and exchange information. Contact typically involves providing and clarifying information; and communicating CCA policies and procedures. Communication is typically verbal, but some written communication may be required.

EMPLOYEE SIGNATURE _____

EMPLOYEE TITLE / DATE _____

BOARD CHAIR SIGNATURE / DATE _____