

JOB POSTING

OPERATIONS ASSISTANT for Non-Profit Arts Organization

POSITION OPEN IMMEDIATELY

We are not looking for someone who is simply looking for a job. We are looking for someone who would like to play a supporting but important role on a team making a difference for artists, the community, and society—someone with the ability to flexibly handle multiple tasks of different kinds, and work across all aspects of a dynamic team environment to get things done and done well.

MANIFEST CREATIVE RESEARCH GALLERY AND DRAWING CENTER is seeking a skillful, organized, and energetic person to fill the part-time position of OPERATIONS ASSISTANT.

The ideal candidate for this entry level position will play an important supporting role in the operations of this internationally recognized and locally vital fourteen year old non-profit arts organization.

The Operations Assistant will work directly with the Operations Manager in support of many and various routine tasks related to all areas of the organization's operation. Such tasks can include but will not be limited to: facility maintenance (including public, office, and other support areas), mailing and promotional distribution, technical assistance on exhibition installations, event prep, hosting, and cleanup, gallery sitting if needed, publication support including inventory work and maintenance, and general supportive work where an extra set of eyes, hands, and mind are often needed.

While oversight and work assignments for this position will rest with the Operations Manager the position may also work with various program lead staff from time to time, including the Executive Director, Exhibition Coordinator and possibly the Drawing Center Coordinator, in support of key or prioritized work.

It is essential that the Assistant is also able to work independently as needed. The schedule for this position is somewhat flexible but should be consistent as coordinated by the Operations Manager. The Assistant must also understand that due to the nature of tasks and activities involved, the work schedule of the position will need to adapt from time to time to fit occasional special events, serving the specific needs of the organization.

The Operations Assistant must understand and support the mission of Manifest, and is preferred to have an interest in, commitment to, and familiarity with visual arts. It is preferred that applicants hold a degree in fine art, design, or art history with complimentary experience considered a plus. Some familiarity with non-profit, gallery/museum, or practical business operations would be beneficial.

This position offers the opportunity to become intimately familiar with the workings of a 13 year old well-established small nonprofit and gain new skills, experience, and knowledge. The position also provides the chance to play a part of the vibrant energy at Manifest by interacting with Manifest's existing culture, and to support Manifest's lead staff in maintaining and improving upon the quality work the organization is known for.

Position: Operations Assistant

Primary Work Location: 2727 Woodburn Avenue, Cincinnati, Ohio 45206 (Manifest Gallery and offices)

Secondary Work Location: 4905 Whetsel Avenue Floor 2, Cincinnati, Ohio 45227 (Manifest Drawing Center) and various other locations as assigned.

Part-time: 10hrs per week (Somewhat flexible schedule. Offers growth potential as the role matures and as operational needs allow.)

Salary: \$10 /hr

Reports to: Operations Manager (will also work directly with other staff on a regular basis)

Start date: *Position is open immediately.*

Operations Assistant responsibilities include:

- Be available on a regular schedule to take assignments on a week-by-week basis from Operations Manager. Tasks may include *but are not limited to* various support activities such as:
 - publication inventory and mailing support
 - promotional materials distribution
 - facilities upkeep and maintenance
 - exhibition support
 - event setup, hosting, and/or cleanup
 - gallery staffing/greeting on as-needed basis
- Reporting to the Operations Manager in a timely manner regarding work schedule, tasks assigned and completed, and being available for routine communications from O.M.
- Presenting oneself in professional appearance appropriate to the tasks at hand.
- All Manifest staff are expected to contribute to the quality of the organization in all ways, at all appropriate levels. This includes proactively solving problems, proposing solutions, taking the initiative to do small tasks or correct issues (or call them out to the appropriate person) no matter how small they may seem, because unaddressed details add up over time to form organizational decay. The role of the Operations Assistant is to fill the gaps and to help see to the quality of Manifest in any way possible within the given limits of the position.

General Qualifications & Skills

- Comfortable with basic Macintosh software, word processing, and spreadsheets. (Manifest is an Apple environment.)
- Comfortable and skilled with routine email communication, both internal and external.
- Willingness and ability to be responsive to email dialog among staff, and take direction or feedback via email. Ability to be responsive via email or phone during non-working hours when/if needed.
- Good writing and proofreading skills are helpful.
- Must possess excellent organizational skills.
- Must have some carpentry/construction skills and be comfortable with tool handling.
- Must be able to lift up to 50 lbs.
- Strong interpersonal communication skills.
- Commitment to working in cross-functional teams.
- Willingness to flex hours from week to week if requested.

Competencies

- Excellent written, verbal, and oral communication skills.
- Ability to prioritize, balance, and manage varied responsibilities from week to week.
- Be a self-starter with strong initiative and work ethic. Eager to learn and problem solve.
- Ability to work as a key part of a small and very hard-working team with the organization's best interests in mind.
- Self motivated with a positive and professional approach to accomplishing organizational goals.
- Highly organized, intelligent and punctual.
- Exhibit a strong sense for detail-oriented quality.
- Excellent time management skills.

Other:

- Bachelors degree in Fine Art, Design, or Art History preferred.
- Experience working in the not-for-profit or arts sector preferred.
- Experience in operational support roles, art installation/handling, education, and customer relations (sales or services) are all desirable.

To Apply:

Email your current resume, cover letter, and three references to:

Manifest (Attn: Kelia Hamilton)
hamilton@manifestgallery.org

Subject: Operations Assistant Position Application

Please note: applications should be sent through e-mail only, in the form of a single PDF attachment containing all relevant materials. Failure to do so will result in an incomplete application and will not be considered.

No phone inquiries please.

About Manifest:

A non-profit Neighborhood Gallery for the World, and the Center for Drawing Education in the Midwest, Manifest takes a stand for the importance of the quality presentation, experience, and documentation of the visual arts, engaging students, professionals, and the public from around the world through carefully crafted world-class exhibits, studio programs, and publications.

Manifest Gallery serves as a venue for the free experience of quality-vetted contemporary art.

Manifest Drawing Center promotes drawing (and soon photography) as a transformative art form by providing educational experiences focused on shared learning.

Manifest Press documents the organization's collaborations with artists from around the world through carefully designed publications and has the goal to make Manifest's projects accessible to the public everywhere, including outside its own region.

The Manifest Artist Residency (MAR) supports artists in making art and engaging the public by providing a working studio and dynamic environment for development and meaningful exchange.

Overview

Manifest Creative Research Gallery and Drawing Center was founded in 2004 by Cincinnati area professors and students. It is a 501(c)(3) non-profit arts organization headquartered in the historic urban neighborhood of East Walnut Hills in Cincinnati, Ohio. The museum-like street level exhibition space is minutes away from downtown Cincinnati, and the numerous academic institutions of higher learning in the region. It is also within easy walking distance of a diversely populated historic neighborhood with residents from all walks of life. The galleries are free and open to the public five or more hours per day (including evenings), five days a week, presenting unique and widely varied exhibitions featuring jury-selected works by artists from around the world. The 3500 square foot Manifest Drawing Center studio is located at the other end of Madison Road in another revitalizing urban community of Madisonville, about seven miles from the gallery. The Drawing Center offers life-drawing and a photographic darkroom for artists of all levels, as well as independent college-level workshops and public demos throughout the year.

Manifest is supported by grants and public donations and has the goal to support student professionalism, integrate the arts into the urban residential community and raise the bar on artistic standards. The mission also includes the exploration of the relationship between art and design, as well as the ongoing support and display of drawing in all its various forms.

Meet our team at: www.manifestgallery.org/about/staff.html

To learn a lot more about Manifest, its programs, supporters, and people visit: <http://www.manifestgallery.org>