

## Operations Coordinator

### **About Preble Arts:**

The PCAA is a nonprofit arts organization dedicated to fostering a creative community. We operate as Preble Arts, in a beautifully renovated 14,500 sq ft space, downtown Eaton, OH. where folks can tap into their creativity through classes and workshops (watercolor, pastels, acrylics, ceramics, music, leather, and metal stamping, and more) free community events like Arts Night Out, or opening receptions for local, regional, and out of state artists. are always working on new projects that weave Art into the community.

### **Job Summary**

The operations coordinator reports directly to the executive director. The operations coordinator interfaces with all customers and provides customer support as the first and essential duty. The OC also provides administrative support to the Executive Director. The OC is a staff member who represents a team organization that represents the ED, board of trustees, members, and volunteers.

### **Major Responsibilities**

- Manage a flexible work schedule in order to maintain open hours for the Arts Center and program supervision
- Greet and assist patrons in participating programs including Paint Your Own Pottery (PYOP), purchase of artwork, donations and viewing of art exhibit
- Work with program coordinator to maintain cleanliness and organization of the center
- Administrative duties as assigned which includes but not limited to:
  - Manage database class registration database
  - Manage membership database and renewals
  - Maintain communication with Program Coordinator and program participants
  - Maintain program listings in QuickBooks
  - Maintain QuickBooks inventory
  - Help with installation of exhibits
  - Collaborate with Program Coordinator to create and send press release
  - Other duties as assigned

### **Requirements and Qualification**

The Operations Coordinator must:

- Prior operations experience and knowledge of QuickBooks a must.
- Be professional, courteous, and passionate about the mission of the PCAA
- Create and maintain relationships and partnerships in multiple communities and contexts and represent PCAA at all times.
- Administrative skills in word-processing, spreadsheets, and sales software (Square)
- Oversee and manage sales, make deposits, and manage instructor payment requests
- Have excellent communication skills, able to write effectively and manage data
- Be highly organized, able to multitask, carry different projects and handle interruptions
- Be able to work independently prioritize and have the ability to work in a collaborative team-oriented environment, problem-solve, manage, and delegate multiple tasks, and respond quickly to requests.

### **Hours**

This is a Part Time position, and there is some flexibility. Hours of operation are: Tue-Fri 11a-6p and Sat 10a-2p Because this position is one that interfaces with customers, punctuality is key. Likewise, the Operations Coordinator is expected to stay after shift when needed to further assist customers. Benefits include discounts for classes, painted pottery, and a space in the sales gallery, plus an annual family membership.