

# CAMPBELL RIVER

---

# ART GALLERY

## **JOB DESCRIPTION: Operations Manager**

<b>Days of Work:</b>	Tuesday to Saturday
<b>Work:</b>	12 noon to 5:00 pm / (25 hours per week)
<b>Rate of Pay:</b>	\$20.00 per hour
<b>Reports to:</b>	Executive Director

### **PROFILE OF CAMPBELL RIVER ART GALLERY**

The Campbell River Art Gallery exhibits the work of professional visual and media artists from across Canada in our Main Gallery and Satellite Gallery. Our specific focus is on supporting artistic projects from under-represented positions within contemporary art practice.

The Gallery's commitment to education is enacted through our public programming and outreach activities: workshops for adults and youth; school and community gallery tours (followed by an art activity); artist in the school programs, Super Saturday free art-making sessions, and other special events.

### **OPERATIONS MANAGER POSITION SUMMARY**

Reporting to the Executive Director, the Operations Manager coordinates the day-to-day work of the CRAG including the gift shop and annual Christmas market. They provide administrative support and assistance to the Executive Director and manage the office facility. Project management for exhibitions and programs, maintenance of office systems and supplies, correspondence, and communication, including several aspects of marketing and promotion, media relations and newsletters. The Operations Manager participates in the coordination of fundraising activities and events.

## **KEY RESPONSIBILITIES**

- Ensure the efficient management of the office and implement systems to enhance function, maintain office equipment and serve as a systems troubleshooter;
- Provide public reception, both in-person and telephone;
- Ensure the facility is maintained, clean, safe and comfortable for visitors and staff.
- Maintain the CRAG's membership, donor and sponsor databases, as well as donor / sponsor acknowledgements and correspondence;
- Occasional financial tasks (banking deposits; bill paying);
- Coordinate and attend CRAG special events including arranging liquor licenses;
- Collect and maintain CRAG statistics (members and volunteers);
- Purchase and maintain supplies; including office, kitchen and cleaning supplies;
- Manage CRAG communications (media releases, media relations, digital and print newsletter, social media);
- Recruit, train, motivate and recognize the achievements of volunteer staff; and schedule and coordinate the work of gift shop volunteers;
- Oversee management of the gift shop by summer students and volunteers, and maintain inventory, merchandising and sales through the POS system;
- Liaise with artists and artisans for the gift shop and the Artisan Market;
- Coordinate the Artisan Market, working with volunteers and all staff on timelines and work plans as well as marketing and display strategies;
- Other tasks as required.

## **QUALIFICATIONS, SKILLS AND EXPERIENCE PREFERRED**

- Minimum of 1-2 years recent related experience, including coordinating office activities, providing front-line service;
- Completion of post-secondary education in a related discipline (e.g. business/arts administration) or relevant work experience;
- Strong administrative skills including excellent knowledge of computer programs and proficiency in MS Word and Excel;
- Experience with budgeting and other financial tasks;
- Experience with social media, web, and email;
- Prior retail experience would be an asset;
- Motivated, organized and responsible;
- Capable of multi-tasking and effective time management skills;
- Great attention to detail and accuracy;
- Must undergo successful criminal record check.