



Career Opportunity: Carbondale Arts Operations Manager

Carbondale Arts seeks a new Operations Manager to continue the organization's thriving legacy and ensure a secure future for creativity, inclusion, and artistic expression in Carbondale, Colorado. The ideal candidate is someone vibrant, someone who understands and values the power of community, and someone who deeply believes that art and expression can move mountains.

Carbondale Arts has been woven into the fabric of the Carbondale community for over 50 years, and is an integral part of the community identity. We intend to sustain, thrive, and further our mission for the next 50 years and beyond.

Our Mission:

Carbondale Arts builds an inclusive and vibrant community through the arts, supporting Carbondale's identity as a place that fosters creativity, collaboration, innovation, and artistic exploration.

Goal:

To continue developing and implementing creative programming in the Carbondale community by supporting the operations and activities of Carbondale Arts. 25-35 hours a week. Some additional hours required for events. Some evenings and weekends required.

Duties:

Operations + Development

- Oversees the overall operations of Carbondale Arts, working closely with ED and staff, always actively seeking to improve systems and processes
- Supports Launchpad operations and community outreach
- Maintains + grows donor/sponsor/member relations
- Facilitates board and staff meetings for CA and the Carbondale Creative District
- **Possible coordination of First Friday activities*

Carbondale Arts Press & Media:

- Works with Marketing Director to create and implement publicity plans

Office Management

- Manages office machines, internet systems, phones, etc.
- Manages supplies needed for office, kitchen, etc. + coordinates with specific programs for additional supplies (i.e. Artique, Gallery, Rosybelles Bus)
- Answers general email + phone inquiries
- Coordinates payments, bills, receipts, + donations with accountant
- Develops & maintains Google documents, calendars, staff schedules, gallery, Rosybelles, etc..



Database:

- Manages all accounts, general maintenance + improvements
- Runs reports
- Generates mailings
- Tracks all memberships & donations
- Creates + manages all online registrations, applications + fees
- Trains staff on Neon (database) as needed

Events:

- Helps facilitate events, tickets + seating with events staff as needed
- Expands sponsorships and fundraising opportunities
- Distributes posters + information
- Delegates responsibilities to staff (ie. tickets, volunteers etc.) and Board
- Works as volunteer coordinator, and closely with designers and staff regarding events
- Oversees follow-up including review of events, surveys, thank you's, etc.
- Coordinates all supplies + inventory

Skills Needed

- Strong written and interpersonal communication skills
- Experience using and managing Google Suite, Excel spreadsheets, online databases or application systems such as Neon, Square, Squarespace, Paypal, Eventbrite, VolunteerSpot, etc.
- Organized, self-directed, detail-oriented
- Experience in team management and event logistics
- Spanish-speaking skills a plus

Compensation:

This is a part-time, hourly position with a varied schedule including some nights and weekends. Overtime may be required. \$25-\$28/hour depending on experience. Benefits include paid vacation time, flex time, an individual health insurance reimbursement plan, HSA contribution, Simple IRA retirement plan with employer match after one year, and a potential for performance-based bonus.

How to Apply:

Submit a cover letter and resume to jamie@carbondalearts.com, with subject line: "Operations Manager," by end of business day on Monday, November 6, 2023.

**About Carbondale Arts:**

Carbondale Arts celebrated 50 years of community-building and creativity in 2021. Founded by community members who saw the arts as essential to the heart & soul of Carbondale, today Carbondale Arts is made possible by volunteers, the generosity of our sponsors and community partners, collaborations with fellow non-profits, schools, local and state governments, and businesses.

Carbondale Arts creates a community for state-of-the-art gallery exhibitions, creative planning, placemaking, and vibrant happenings in the Carbondale Creative District; the annual spirited Mountain Fair, the alluring Green Is The New Black Fashion Extravaganza, along with many other offerings. In 2017 we retrofitted a 1991 International school bus into Rosybelles, the Mobile Maker Space, a fully equipped mobile classroom providing arts education and creative experiences throughout the Roaring Fork Valley. Our home is at The Launchpad in Carbondale, where we share space with our Gallery, Artique gift shop, Dance Initiative and performing arts studios.

Carbondale Arts is committed to creating a professional work environment in which all individuals are treated with respect and dignity, promoting equal employment opportunities and prohibiting unlawful discriminatory practices, including harassment.

Carbondale Arts does not exclude or discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, physical or mental ability, veteran status, military obligations, and marital status.