



## Operations Coordinator Job Description

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**Reports To:** Executive Director

**FLSA Status:** part-time, non-exempt

### Duties & Responsibilities:

- **Education**
  - Selection, schedule, and management of art instructors
  - Planning, scheduling, marketing and registration
- **Facility**
  - Oversee facility maintenance and security needs
  - Grounds and interior cleanliness monitoring
  - Oversee ordering & management of supplies
  - Facility rental schedule and contracts
- **Administration & Sales**
  - Manage day-to-day operations
  - Recruit and select artists for Gift Shop
  - Manage and report inventory and sales
  - Sales of Gallery artworks
- **Members & Visitor Services**
  - Answer members & visitors' inquiries live, by email, or by phone about exhibitions, classes, membership, etc.
  - Update and monitor membership services
  - Work with SCAL volunteers
  - Exhibition Receptions

### Qualifications

- Strong interpersonal, communications, customer service, and organizational skills.
- Proficiency in office software (Microsoft Office), databases, Mac & PC platforms, as well as tech troubleshooting and A/V equipment.
- Minimum of 5-7 years of relevant experience.
- Able to lift 40 pounds and stand for two hours.
- Experience and understanding of arts nonprofits
- A background in art is a plus
- Spanish language skills desired

**The Santa Cruz Art League is an equal opportunity employer.**