

**Operations Manager Job Description**

This candidate must have a passion for the visual & performing arts and event management, for Artsplosure’s “Art for All” mission, and an ability to translate that passion into customer service when planning the art market, communicating with & organizing vendors, and when operationalizing strategy for the organization and its events. Beyond the specific requirements outlined below, Artsplosure is seeking someone who will bring creativity, energy, and originality to the team.

Artsplosure is open to finding the right candidate for the team and will grow with the organization without discrimination.

**Primary Responsibilities:**

* Organize and manage the visual art application, selection, production, and booth payment schedule for Artsplosure in May, Bluegrass Art Market in September, and any other markets; Provide on-site coordination during these festivals.
* Manage the spring festival’s visual arts merit awards program, including identifying and recruiting three judges for the Art Market and one judge for the Student Art program; recruit and supervise individual (contractor or volunteer) charged with hosting the judges.
* Recruit and supervise the contractor responsible for organizing and managing the Student Art Exhibition.
* Manage Artsplosure’s front office, including answering the telephone, checking voice mail and the general email inbox daily, and responding to inquiries in a timely manner.
* Soliciting and negotiating agreements with food and novelty vendors and providing on-site supervision of vendors.
* Providing administrative support, including data entry and management, general correspondence, large-scale mailings, and organizing and consolidating Artsplosure’s files and records, on an as-needed basis.
* Support accounting and fundraising efforts, such as making timely bank deposits, preparing donor acknowledgments and any promised benefits (gift bags, complementary buttons) and coordinating their distribution. Supporting executive director’s fundraising efforts, particularly preparing and managing twice-yearly individual and family mail appeals.
* Assist with festival site design, program planning, marketing efforts, and logistical details.

**Qualifications**

* Self-directed team player who is result-oriented and has 5+ years of relevant experience and/or education.
* Must have great organizational skills and be able to work on your own on several projects at once
* Must have excellent oral and written communication and interpersonal skills
* Must be available to work the third weekend in May for Artsplosure – the Raleigh Arts Festival and on New Year’s Eve for WRAL First Night Raleigh.

Salary Range: $42,000 – $50,000/year.

If interested, please send a cover letter and resume to careers@artsplosure.org