

The Morean Arts Center seeks an Operations Manager. This full-time, exempt position reports to the CFO of the Morean and is responsible for the operations of the Morean Center for Clay.

As the key contact to the Center for Clay, this individual is responsible for all aspects of the daily operation including but not limited to planning, scheduling, budgeting, exhibitions, facilities, education, public programming, and maintenance. The successful candidate will possess a high degree of creativity, energy, and initiative, as well as the capacity to inspire and motivate staff, studio members, volunteers, Artists-in-Residence, and visitors. He/she would encourage a positive and creative working relationships across Morean departments and set clear results-oriented goals.

PRIMARY RESPONSIBILITIES

- Leading the day-to-day operations and collaborating with the CFO to develop short and long-term goals and objectives. Ensuring the adherence to long-term and operational goals and objectives and presenting regular progress reports.
- Collaborating and communicating across all Morean departments including but not limited to: working with the Education Department to develop, manage appropriate policies, classes, camps, workshops, and other programs for the Center for Clay. Act as the point of contact for instructors and communicating needs to the education department. Working closely with Visitor Experience Coordinator on the scheduling of groups and conducting the tours of the Center. Meeting regularly with and providing exhibition information to Chief Curator for review to ensure alignment across all Morean exhibitions.
- Overseeing the AIR program and the artists using the facility. Establishing and maintaining cordial, professional, and productive relationships with instructors, artists and students. Maintaining the staff and instructor schedule and schedules for the artist studios, ensuring operations are staffed appropriately to provide a positive visitor experience.
- Developing, managing, and mentoring the Center for Clay's small staff including the Programs Coordinator and the Visitor Services Associate, empowering them to master and manage their respective areas of responsibility with accountability: provide appropriate resources, encouragement, and acknowledgment of success; evaluate staff biannually or more often, as needed.
- Ensuring regular maintenance of the Clay equipment and facility with attention to public safety. Working closely with vendors, contractors and suppliers that provide services and products to the Center for Clay.
- Conducting routine inventories of equipment. Tracking, maintaining, performing, and reporting results of routine inventories of Clay equipment ensuring supplies do not run out.
- Understanding of revenue reports, P&L statements, and all budgetary requirements. Revenue generation through activities and fundraising. Working closely with the CFO in preparing and managing the annual Center budget; continually monitoring to ensure operating within established revenue and expense parameters.
- Contributing to the overall success of the institution as a member of the Morean's Executive Team.
Other duties as assigned.

Qualifications: Bachelor's degree or higher in ceramics, studio art, or related field. Strong experience and skills in contemporary ceramics and 3+ years of management in a ceramics environment. Technical knowledge of ceramics materials, equipment repair and facilities. Ability to forecast, create and manage

budgets. Ability to provide or ensure regular maintenance of studio equipment and facilities with attention to public safety considerations. Strong organizational, project management and delegation skills required. Strong verbal and written communication skills and customer service skills. Ability to manage others.

Level 2 background check required.