



OPERATIONS MANAGER

Full Time 40 hours/week

Organization Overview: Through engaging exhibits, informative talks, and intimate concert performances, Sigal Music Museum celebrates musical narratives with a world-class collection of period instruments by some of the most iconic makers of the past 400 years. Voted #3 In *USA Today's 10Best New Museums 2020*, Sigal Music Museum is a 501(c)3 organization founded by local arts advocates with a goal to create the leading center for preserving and celebrating global musical narratives. The museum is located in the only remaining building of the 1930's Coca-Cola Bottling Company at Heritage Green. Visitors include music aficionados, families, students, and tourists from across the country and world.

Report Structure: The Operations Manager will report to the Vice President of Development and Marketing.

Position Objective: Coordinates SMM operational functions and assists with support services to ensure a welcoming and safe environment for the SMM patrons, staff and stakeholders.

Responsibilities:

- Supports financial administration, including invoice management, accounts receivable and payable support, bank deposits, and management of the museum's point of sale systems.
- Manage museum's files in compliance with the SMM Record and Retention Policy.
- Manages facility rentals.
- Oversees facility maintenance, including the coordination and monitoring of repairs, renovations, cleaning, security, and safety.
- Provides administrative support including but not limited to maintaining office phone, copier, and computer systems; managing store inventory; and coordinating USPS mail.
- Supports logistical needs related to select events and meetings including invitations, materials duplication, room set-up, clean up, security, parking, rentals, and catering coordination.
- Coordinates schedules and tasks for administrative volunteers and part-time front desk staff.
- Responsible for in-person management of the front desk.
- Provides support for human resources functions, such as job posting, background checks, staff onboarding, oversight of part-time staff, and assistance in filing HR-related forms and reports.

Experience

- Two or more years of relevant administrative experience managing an office or organization's operations.
- Strong oral, written, interpersonal communication skills.
- Friendly, self-motivated and driven, with customer service focus.
- Strong organizational and time management skills.
- Proficient in Microsoft Office Platforms, specifically Microsoft Excel.
- Adobe Creative Suite experience preferred.
- Associates or Bachelor's degree and some non-profit experience preferred.
- Enthusiastic about SMM's mission.
- Ability to work occasional evenings and weekends.

Salary: \$40,000/Year

Contact: Please send resume and cover letter to Sarah Arbogast at sarah@sigalmusicmuseum.org.