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 museums 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.