



Sun Valley Museum of Art

191 FIFTH STREET EAST, KETCHUM, IDAHO
P.O. BOX 656, SUN VALLEY, ID 83353
208-726-9491 • www.svmoa.org

Job Title: Operations Manager

Reports To: Financial Officer

Purpose:

The Operations Manager contributes to the overall success of SVMoA by effectively managing all operational facets of the organization. Responsibilities include human resources and staff support, facilities and equipment management, basic IT support, and general maintenance. The Operations Manager also oversees the front office and manages front desk employees.

Areas of Responsibility:

Human Resources

- Lead human resource functions for the organization, being both a staff resource and a confidant
- Maintain accurate personnel records, staffing lists and organizational chart, the employee handbook, and overall organizational policy and procedure documentation
- Review and oversee the recruitment process from advertising the position to interviews to on-boarding with the organization, and manage the termination process, as needed
- Manage the selection and execution of employee benefit packages including health, dental, vision, and life insurance benefits and 403(b) accounts on an annual basis, ensuring benefits package remains competitive
- Act as liaison between staff and insurance consultants for any insurance-related questions
- Lead and administer the organization's three-step annual review process and recommend title or salary adjustments to the Executive Director and Financial Officer
- Enhance employee relationships, offer employee support, and facilitate conflict resolution among staff, as needed

Facilities and Equipment

- Oversee SVMoA's three office locations and ensure they are running smoothly
- Manage all facilities, vehicle, or equipment crises and coordinate repairs
- Create and manage a schedule for regular maintenance of facilities, vehicles, and equipment
- Maintain schedules for use of common resources such as meeting rooms or company vehicles
- Maintain accurate business records by reviewing, maintaining, and organizing all contracts and legal documents
- Provide basic IT support and coordinate for third-party IT consultant when necessary
- Maintain all keys, lock boxes, passcodes, and security lists for multiple facilities
- Manage office supply needs at all locations
- Organize, manage, and maintain all storage units in conjunction with programming directors
- Manage general liability and property, Directors and Officers, Volunteer Accidental, and Worker's Compensation insurances and oversees the renewal process to ensure appropriate coverage
- Work with insurance providers to obtain Certificates of Insurance for special events and lead the resolution of any insurance claims

Front Office

- Manage and schedule front desk employees, ensuring coverage during holidays or vacation
- Schedule temporary employees or production support during large events, artist residencies or rotating exhibitions
- Provide support at program and fundraising events, as needed

Key Interfaces:

This position will interface with the following groups:

- Executive and Leadership Team
- Board of Director's Governance and Facilities Committees
- Executive Director
- Financial Officer
- Administrative Support Staff
- Programming Directors

Focus:

Internal Administration: 90%

Events: 10%

Hours:

This is a full-time (40 hours/week), exempt position with benefits. Salary will range from \$45,000-\$50,000 depending on qualifications. SVMoA benefits include medical and dental insurance, life insurance, paid vacation and sick leave, and an employee-sponsored retirement plan. Work requires the flexibility to frequently work evenings and/or weekends according to The Museum's calendar of programs and events. Regular office hours for SVMoA's Ketchum location are Monday-Friday, 9am-5pm. SVMoA is open to the public Tuesday-Saturday, 10am-5pm.

Qualifications:

- Five or more year's of experience with office management, human resources, or related management experience, or equivalent college degree
- Knowledge and experience in office management, organizational planning, employee development and engagement, employee relations and conflict resolution, employment law and compliance
- Skilled with all Microsoft Office products including Outlook, Word, PowerPoint, and Excel
- Ability to troubleshoot routine computer software and hardware issues
- Excellent interpersonal and communication skills, with the ability to articulate ideas clearly and concisely, in both written and verbal format
- Positive attitude, with the ability remain calm under pressure and ability to exercise independent judgement
- High level of qualities of integrity, ethics and credibility
- Organized with a successful track record in setting priorities and achieving deadlines
- A desire to work within all facets of a multidisciplinary educational arts organization and museum

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work regularly requiring sedentary activity using a computer keyboard and mouse
- Work requiring physical effort including, but not limited to: walking and/or brisk walking, lifting 10-45 lbs, and climbing/descending steps

Diversity, Equity, and Inclusion:

Sun Valley Museum of Art (SVMoA) is committed to fostering and supporting a diverse workplace, and is proud to be an equal opportunity employer. SVMoA invites applications from all qualified individuals and welcomes applications from women, members of racialized groups and visible minorities, indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process. SVMoA has a clear vision: to be a workplace where a diverse mix of talented people are committed to delivering our mission of providing arts experiences for all.

Sun Valley Museum of Art is an Equal Opportunity Employer.

To Apply

Send resume and letter of interest to information@svmoa.org by September 24, 2021 or until position is filled.