

Job Title: Operations Coordinator
Organization: New Urban Arts
Location: Providence, RI
Salary: \$31,200 (30 hrs per week), Excellent Benefits
Application Due: Open Until Filled
Supervisor: Business Manager, Jeannie Castillo-Lapierre

OVERVIEW

The Operations Coordinator will work with the studio community, including students, mentors, staff, and volunteers, to create and implement systems and practices to maintain the physical studio space, including long term maintenance and daily preparations for programs and events. The Operations Coordinator will also be responsible for information technology (IT) systems.

ABOUT NEW URBAN ARTS

New Urban Arts is a nationally recognized community art studio and gallery for high school students and emerging artists in Providence RI. We believe that democracy requires that all young people, regardless of their background, are entitled to become more independent and creative thinkers. Our mission is to build a vital community that empowers young people as artists and leaders to develop a creative practice they can sustain throughout their lives. We achieve our mission through free year-round youth mentoring programs, artist residencies, professional development, and public performances and exhibitions.

RESPONSIBILITIES

- Assess and maintain the art studio's physical and technical needs, both programmatically and organizationally, while implementing efficient systems.
- Ensure that New Urban Arts' interdisciplinary art studio and gallery is engaging, accessible, safe, and adequately resourced for our youth and artist mentor participants.
- Ensure proper set up of physical space for programs, exhibits, and events.
- Maintain computers, wireless network, copiers, printers, software, and other technology as needed.
- Oversee daily maintenance and repair of interior and exterior studio space including but not limited to: keeping supply inventory, ordering and stocking supplies, cleaning, and light facilities maintenance (painting, spackling, changing ventilation filters and light bulbs, etc.).
- Manage and cultivate relationships with outside contractors and service providers such as trash and recycling services, utility companies, telecommunication providers, etc.
- Engage the New Urban Arts community (volunteers, mentors, students) to be responsible for ongoing care of the art studio and materials.
- Track and update recurring maintenance, inventory and vendor contact information within appropriate database systems.

- Carryout studio rental processes, as needed.
- Oversee implementation and proper documentation of the federal Child and Adult Care Food Programs (CACFP) in accordance with state and federal guidelines.
- With the support of the Deputy Director, oversee and document studio safety procedures such as fire drills, shelter-in-place drills etc.
- Support in-take and processing of in-kind donations.

QUALIFICATIONS

- Organized and systems thinker, able to balance technical support with interpersonal communication skills needed for working in a community art studio.
- Ability and willingness to work collaboratively and in an open studio environment.
- Strong attention to detail and project management experience.
- Ability to prioritize multiple projects and meet deadlines.
- Knowledge of art disciplines, materials, and maintenance of equipment needed to maintain a multi-disciplinary arts studio.
- Strong verbal and written communication skills.
- Ability to assess, identify, and determine appropriate building repair and maintenance needs.
- Experience and comfort using databases, advanced computer skills, and project management software.
- Demonstrated success working in culturally and socioeconomically diverse environments.
- Experience forming positive and supportive relationships with teenagers, preferably in community-based settings, preferred.
- Multi-lingual (Spanish speaking) preferred.

New Urban Arts is an equal opportunity employer; we welcome candidates of diverse backgrounds.

COMPENSATION AND BENEFITS

The position is non-exempt and at-will.

- Pay: \$31,200 salary (30 hrs per week). Typically, the Operations Coordinator will be present in the afternoon; however, New Urban Arts is open to flexible scheduling.
- Paid time off and accrued health/wellness leave including select paid holidays.
- Option to participate in New Urban Arts' group health and dental plan.
- Participation in rigorous professional development program including topics such as adolescent development, restorative justice, conflict resolution, art education and youth development with a range of experts and leaders in and outside of our organization.

TO APPLY

E-mail resume and cover letter to info@newurbanarts.org, subject: Operations Coordinator. Please address cover letter to Jeannie Castillo-Lapierre. No calls please.