



Title: Operations Director  
Reports to: Executive Director

Thomasville Center for the Arts seeks a dynamic, accomplished professional to serve as Operations Director. The successful candidate will be responsible for ensuring organizational effectiveness by providing leadership for the organization's finances, administration, technology, human resources, and day-to-day building operations. Candidate must be capable of managing and improving all aspects of the Center's operations while also providing an important deputizing role to the Executive Director. The successful candidate will likely have not-for-profit management experience, have an entrepreneurial mindset, be familiar with accounting, and demonstrate success in organizational planning, including initiatives geared toward operational excellence. This candidate must be comfortable addressing groups and adept at interacting with Center members, trustees, visitors, community partners, and donors. Candidate will interact with the board of trustees and oversee the work of the administration, finance, and facility staff, as well as the outside accounting firm.

#### General Responsibilities:

##### Administration:

- Administration responsibilities include managing board meeting schedules and reports, document retention, equipment and vendor contracts, resident program partner needs and annual contracts, master calendars and facilities rentals, donor and patron data bases, donor contribution acknowledgements, federal and state registrations, regulatory compliance, as well as monitoring and assimilation of emerging trends and best practices in the field of non-profit and museum management.

##### Finance:

- Assist the Executive Director in budget management, forecasting, and financial reporting for both operating and capital improvement budgets.
- Provide for continuing operations by overseeing the handling and recording of accounts payable and receivable.
- Other responsibilities include managing online payment and ticketing systems, organizing the annual financial audit, serving as liaison to the audit firm, overseeing the payroll processing system including tracking of PTO and employee benefits, and organizing the annual program planning and budgeting process.

##### Human Resources:

- Manage all human resource systems and processes related to new hires, separations, and evaluations.
- Conduct staff and trustee onboarding and professional development, as well as organize annual staff retreats.
- Develop and maintain personnel policies and handbooks.

##### Building Operations:

- Ensure efficient daily operation of the facilities including oversight of ordering/purchasing of office supplies and equipment, and coordination of telephone, copier, and computer support.
- Oversee the work of the Facilities Director to ensure facilities are safe, accessible, and visitor ready.
- Manage administration and guest services staff and volunteers to ensure an enjoyable experience for visitors, students, and event patrons.

##### Technology:

- Manage office technology systems including computers, online payment systems, calendars, project management programs, and digital archives.

Other responsibilities and duties as assigned.

Qualifications:

- Preferred college degree in Business Management, Arts Administration or Museum Studies.
- Minimum of three years in positions of progressive responsibility in business management, not-for-profit management, or Museum management.
- Must possess capability of near error-free written communications.
- Experience either as an employee or board member of a nonprofit organization; must be familiar with nonprofit finance and accounting regulations.
- Demonstrate evidence of success in strategic planning, managing change in complex environments, budget planning and administration, and supervisory experience.
- Ability to work independently and collaboratively in an evolving, high-paced environment.
- Proficiency in use of Apple Mac, Microsoft Office, and online payment processing systems.
- Strong negotiation, organization, communication, problem-solving, and leadership skills.
- Demonstrated commitment to high professional ethical standards.
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives.
- Exceptional written, oral, and presentation skills and the ability to effectively interface with senior management, board directors, and staff.
- High comfort level working in a diverse work-style environment.

Working Conditions & Physical Tasks:

- Must have ability to communicate by voice via telephone, read and understand English, and generate written communication manually and using a computer.
- Must have the ability to sit at a desk for extended periods of time, lift and move documents and supplies up to 25 lbs., and bend or reach to file and retrieve documents.
- Must have ability to perform physical tasks associated with setting up meetings and conferences.
- Valid driver's license and access to own vehicle is required.
- Seasonal weekend and evening availability required during Center special events.

Salary is commensurate with experience. To apply, please submit a full application, resume, three work references, and letter of interest including salary requirement and available start date, to [ops@thomasvillearts.org](mailto:ops@thomasvillearts.org) The application is available online at [www.thomasvillearts.org](http://www.thomasvillearts.org).

Thomasville Center for the Arts is an Equal Opportunity Employer. Applicants who contribute to the diversity of our organization are encouraged to apply.