

Job Description – Operations Manager

The Studios of Key West

About the Position:

The Operations Manager assists the Executive Director with the finances, operations and administration of this busy arts nonprofit. They supervise and coordinate with a range of part time staff and external vendors, including a bookkeeper and maintenance team. Specific responsibilities include:

- Processing and tracking invoices and income, and coordinating with bookkeeper to maintain ledger and make payments and deposits
- Preparing budgets and reports in support of the Board, Executive Director and the Bookstore Manager
- Developing and implementing a maintenance plan for The Studios campus, and overseeing staff and vendors to ensure the campus is maintained to high standards
- Assisting with check-in and check-out by visiting artists and guests
- Overseeing office needs and purchasing, including computer systems
- Monitoring insurance policies and needs
- Ensuring compliance with government requirements such as taxes, permits and fees
- Supporting the Executive Director with human resources, including payroll

About The Studios of Key West:

The Studios is a multifaceted organization at the heart of Key West's cultural life, whose mission is to foster a creative and connected island community, and promote Key West's reputation as a place where artists can thrive and create new work. We present exhibitions, theater, concerts, classes and other programs, and provide space for artists through a nationally recognized residency program. Our growing campus includes an 18,000sf main facility with galleries, a theater, classrooms, artist studios, a bookstore and a roof terrace. A former guest house next door and an additional home nearby provide housing for visiting and resident artists.

A Successful Candidate Will:

- Have at least five years' experience in business management, property management, and/or accounting
- Have a thorough understanding of budgeting and planning, and strong spreadsheet skills

Beyond the requirements of the job, they will be excited to work in a busy, ever-changing environment, as part of a staff that isn't afraid to roll up their sleeves and back each other up as needed. A demonstrated enthusiasm for the arts is a plus, and opportunities abound to support and participate in all aspects of our mission.

Compensation:

\$60-75k annually, commensurate with experience. No health benefits are provided.

Equal Opportunity:

The Studios of Key West is an Equal Opportunity Employer. We are committed to diversity, equity and inclusion in all aspects of the organization and view every job opening as an opportunity to further those goals.

To Apply:

Email cover letter and resume to Jed Dodds, Executive Director, at jed@tskw.org. Applications will be accepted until the position is filled.