



Operations Coordinator – Full-time (1.0 FTE) Non-Exempt Position

The Operations Coordinator will report to the Director of Operations. The Operations Coordinator's role will be to administer facility maintenance, liaise with vendors, a small amount of bookkeeping and HR assistance, and provide executive assistance to the Executive Director and office administration at both locations. Bilingual Spanish speakers are highly preferred.

RESPONSIBILITIES

Facility Maintenance (40%)

- Oversee maintenance and implementation of contracts for both locations.
- Liaise with facility maintenance vendors including but not limited to landscaping, air conditioning, security systems, fire alarms, plumbing, janitorial and lighting.
- Proactive approach to maintaining all building facilities.
- Work with the Curatorial, Education and Events teams to maintain a clean and safe environment for all exhibitions, classes, camps and events.
- Assistance with event set-up and breakdown.

Executive Assistant and Office Administration (40%)

- Calendaring and scheduling zoom or in-person meetings, sending reminders for all appointments.
- Oversee DocuSign accounts and administering signatures from vendors, artists and the board of directors.
- Ordering supplies for both locations.
- Oversee the inventory of office equipment including but not limited to computers, printers, and projectors.
- Troubleshooting and resolving issues in a timely manner.
- Organizing Google Drive and other files as needed.
- Create updates in Slack and manage pinned items for staff information.
- Check the info@ email address and general voicemails - forward messages to proper departments

Bookkeeping (10%)

- Collecting Accounts Payable invoices for the accountant.
- Sending reports to the accountant and matching chart of accounts.
- Sending reminders to staff to provide receipts and invoices for reconciliations.
- Assist with cash management and weekly bank deposits.

HR assistance (10%)



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- Filing paperwork in Google Drive (confidentiality is a must).
- Disseminate information about upcoming staff appreciation events and perks.
- Sending reminders to staff about pay periods.
- Assist with implementing guidelines from the State and County.

QUALIFICATIONS

A qualified Operations Coordinator will enter the position with two or more years of experience in facility maintenance and/or office administration. The Operations Coordinator will:

- Have a good understanding of computers and software at a level of proficiency appropriate for the position's duties. Ability to learn and use new technologies and applications at a level of proficiency appropriate for the position's duties.
- Have a proactive attitude towards the work. Be responsible for projects and assignments.
- Have excellent time management and organizational skills.
- Familiarity with spreadsheet and database operation.
- Have discretion in the way you handle confidential information.
- Very strong communication and relationship building skills.
- Be a team player – Work as part of a dynamic team, in an open office environment, and easily adapt to change to ensure organizational goals are met or exceeded.

Additional experience in the following a plus:

- Understanding of building facilities and facility maintenance experience preferred
- Bilingual (Spanish/English) preferred
- Ability to lift 50 lbs.

COMPENSATION

Position type: Full-time, 40 hours a week, non-exempt. Hourly rate is \$20. A typical shift is 8 hours, weekdays between 9am to 5pm, some weekends and evenings as needed. Benefits include medical insurance, paid time off, nine paid holidays in a calendar year, staff appreciation days, discounts at select Balboa Park restaurants and shops, and free admission to member museums.

APPLY

Please submit a resume and cover letter addressing how you meet the above qualifications – in .PDF format – via e-mail to hr@luxartinstitute.org.