



Umpqua Valley Arts Association

1624 W Harvard Ave.

Roseburg, OR 97471

(541) 672- 2532 | uvarts.com

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EMPLOYMENT OPPORTUNITY AT UVAA

Position Available: Operations Manager

In order to be considered, please submit a cover letter addressing your qualifications for the position and a current resume to info@uvarts.com with “**operations**” in the subject line. Review of applications will begin immediately; position open until filled. **No phone calls please.**

The Umpqua Valley Arts Association (UVAA), located in Roseburg, Oregon, is seeking a part-time Operations Manager. UVAA is a major contributor to the cultural and educational life in Douglas County, offering a wide variety of programs throughout the year. The position involves a range of responsibilities, with particular emphasis on ensuring the smooth operation of UVAA on a daily basis. The ideal candidate will have a passion for the mission and vision of UVAA and have a strong commitment to team work in a pressure-filled and joy-filled work environment.

Responsibilities include, but are not limited to:

- Facilitate/coordinates/ and/or conducts all aspects of building repair and maintenance
- Manage UVAA's membership and volunteer database
- Oversee UVAA's volunteer system in collaboration with volunteer committee
- Take leadership in organizing and supervising volunteers in preparation for and throughout events
- Support planning and implementation of UVAA events
- Keep the Operations Manual timely
- Manage rentals of UVAA meeting rooms
- Prepare weekly bank deposits
- Order supplies such as are necessary for daily operations

Core Requirements:

- Computer savvy with proficiency in Microsoft Office, Excel and QuickBooks.
- Previous experience in office management, building management and customer service.
- Ability to multi-task in a work environment that requires versatility
- Familiarity with social marketing platforms

Bonus Assets:

- Experience in Information Technology (able to troubleshoot Internet issues, etc.)

Position involves 28-30 hours per week, Tuesday thru Friday, one to two half-days on Saturday a month with occasional work on evenings. Starting pay, \$12-\$14 per hour depending on experience and qualifications.