Brattleboro Museum & Art Center

JOB OPENING: OFFICE MANAGER
August 2023

The Brattleboro Museum & Art Center (BMAC) is looking for a friendly, reliable, self-motivated, detail-oriented, multi-tasking, totally unflappable administrative whiz with excellent communication and organizational skills to become our new full-time Office Manager.

POSITION SUMMARY + KEY RESPONSIBILITIES

Broadly speaking, the Office Manager’s two main responsibilities are:

- To ensure the smooth functioning of BMAC’s administrative office and systems; and
- To provide administrative and logistical support to BMAC’s core staff of 8-10, plus temporary employees, interns, volunteers, and contractors.

Specific responsibilities include but are not limited to:

**Office Management**

1. Manage and troubleshoot BMAC’s office equipment, computer network, email accounts, phone system, and security system
2. Manage building keys and alarm codes;
3. Organize and maintain BMAC’s electronic and hard-copy administrative files;
4. Maintain and update BMAC’s archive of press coverage and exhibition materials;
5. Process mail and respond to general email and phone inquiries;
6. Order and maintain office and general building supplies;
7. Serve as the primary point of contact for office-related vendors;
8. Coordinate with the bookkeeper to process bills, payments, and cash receipts;
9. Supervise the use of the BMAC credit card and petty cash;
10. With the Director, manage the office/administrative expense budget;
11. Provide administrative support for hiring and new-employee onboarding processes;
12. Hire, train, support, and supervise administrative interns and volunteers;
13. Keep the office common areas and staff kitchen organized and well stocked;

**Meetings**

14. Coordinate weekly staff meetings, including agendas, materials, and follow-up;
15. Participate in monthly DEAI staff meetings;
16. With the Director, provide administrative and logistical support for meetings of the Board of Trustees and its committees;
17. Manage the online Board of Trustees Info Hub;
**Database + Related**

18. Manage BMAC’s Little Green Light database of members, donors, subscribers, and other stakeholders, including:
   a. Coordinating monthly membership renewal mailings and other appeals;
   b. Processing memberships and donations;
   c. Entering data originating from a variety of sources, including appeals and events;
   d. Generating effective reports, as requested by the Director and others;
   e. With the bookkeeper, reconciling database records with the financial books; and
   f. Creating and maintaining secure backups of all Little Green Light data;

19. Manage a variety of event registration and other data-gathering tools, including, Eventbrite, SurveyMonkey, Wufoo, Google forms, and others;

20. Create and manage registration forms and processes for a variety of in-person and online BMAC events and programs;

21. Ensure that all attendance/engagement numbers are recorded accurately, reported as needed, and archived regularly;

**Gallery + Gift Shop Support**

22. Provide backup support to the Gallery Manager for daily gallery operations;

23. With the Gallery Manager, create and manage systems for special gallery transactions, e.g., event tickets, raffles, gift shop pre-orders;

24. With the Gallery Manager, order and maintain gift shop inventory and supplies, reconcile consignment agreements, return unsold goods;

25. Fulfill online gift shop orders;

26. With the bookkeeper, conduct end-of-year inventory;

**Other**

27. Carry out the responsibilities of the role of Office Manager and generally conduct oneself in accordance with BMAC’s commitments to diversity, equity, accessibility, and inclusion; and

28. Contribute positively to a collegial, professional work environment that values open communication, constructive criticism, and continuous improvement.

**COMPENSATION + BENEFITS**

This position is full-time (40 hours per week) and classified as exempt from overtime. The Office Manager is expected to work in person in the BMAC office during regular business hours: M-F, starting 8-10 a.m., ending 4-6 p.m. Some remote work may be possible. Evening and weekend hours will occasionally be required.

Starting salary is $40,000-$45,000. Current benefits include partially subsidized (80%) health insurance, fully subsidized dental and vision insurance, and contributions to an employer-sponsored retirement plan. Paid time off includes 14-15 paid holidays, 2 weeks of paid vacation (increasing to 5 weeks over time), 2 weeks of personal/sick leave, and generous parental leave.

**HOW TO APPLY**

To apply, please assemble the following items into a single PDF and send via email to director@brattleboromuseum.org with the subject line “Office Manager Application: [YOUR NAME]:"
• Cover letter highlighting relevant experience, skills, and accomplishments
• Resume or CV
• Names, email addresses, and phone numbers for three professional references (we will not contact your references without prior notice)

We will contact you via email within three business days to confirm that we have received your application. If you do not receive the confirmation email, please call 802-257-0124 x108. Please do not call before three days have elapsed. Interviews will be conducted in person or via Zoom.

Review of applications will begin immediately and will continue until the position is filled.

ABOUT THE BRATTLEBORO MUSEUM & ART CENTER

The Brattleboro Museum & Art Center (BMAC) is an independent, non-collecting, contemporary art museum in Brattleboro, Vermont, whose mission is to illuminate art and ideas in ways that inspire, inform, and connect people from all walks of life.

BMAC was founded in 1972 by a group of citizens committed to saving Brattleboro's historic Union Station building from the wrecking ball. Originally a seasonal operation run entirely by volunteers, today BMAC is open year-round, serving thousands of children and adults, locally and worldwide, through 15-20 exhibitions per year, dozens of public events, virtual tours and other online resources, and extensive education programs. An anchor of southern Vermont's cultural life, BMAC has been widely recognized for its innovative approaches to community-based engagement with the arts.

Recent noteworthy exhibitions have included Keith Haring: Subway Drawings, featuring works that had not been seen since they were created by Haring 40 years ago; Jennifer Mack-Watkins: Children of the Sun, curated by David Rios Ferreira and reviewed in the New York Times, Essence, Bust Magazine, and Burnaway, among others; and If she has a pulse, she has a chance, a collection of photographic portraits and stories of people in recovery, for which BMAC received the Jack Barry Award from the Vermont Association for Mental Health and Addiction Recovery.

BMAC partners with a local social service agency to offer arts programming in Head Start classrooms; works extensively with local K-6 public schools, both in the classroom and at the museum; and serves as the Vermont affiliate for the Scholastic Art & Writing Awards, a nationwide program that nurtures the talents of budding artists and writers in grades 7-12. Among BMAC's signature family programs are an annual LEGO contest; a one-of-a-kind domino-toppling event (the videos of which have been viewed tens of millions of times worldwide); and Glasstastic, a bi-annual program whereby glass artists create original sculptures based on children's drawings of imaginary creatures.

The Brattleboro Museum & Art Center is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We do not tolerate discrimination or harassment of any kind. All employment decisions are made without regard to race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

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