



Position overview: MYArts is seeking a person who likes managing details and getting things done to help keep our organization sailing smoothly!

The person in this position will provide critical operational support to MYArts, managing processes that help us work with the dozens of programming partners who use our facility. This detail-oriented position will include work on space scheduling, contracts, financial processing, staff scheduling, and donor acknowledgements - all within the context of an organization that is continually working to improve access and transparency.

Questions? Contact info@madisonyoutharts.org

Apply here: <https://forms.gle/hxvzPjFyK1JWxuXT8>

For best consideration, please apply by March 10, 2023.

Position title: Operations Specialist

Hours and Schedule:

- ±20 hrs / wk
- Exact schedule determined in consultation with employee, but expectation that most hours will occur weekdays between 8a and 4p, with occasional need to help support night and weekend programs.

Start date: April 2023

Compensation:

- \$23-\$25/hour, paid monthly
- Paid vacation
- Health insurance available via employee contribution

Employing organization: MYArts, located on Madison's near east side, is a purpose-built youth arts facility that supports dozens of Madison-area youth arts organizations by providing affordable space for classes, workshops, and other programs. Its mission is to ensure opportunities for young people to express themselves, discover the arts, and create connections, and serve as the home for the Children's Theater of Madison and Madison Youth Choirs.

Workplace setting:

- Beautiful new arts-focused building run by an organization that prioritizes youth wellness, equity and access, and a welcoming spirit.
- Some remote work may be possible, though onsite preferred for majority of work hours.
- Ample bike parking onsite; location served by numerous bus routes; street parking available; indoor parking available for \$2/hr.

Duties:

- Work with Director of Community Partnerships to manage space scheduling process, including request intake; managing contracts and invoices; communicating with partner organizations; working in space management platform; managing data entry process.
- Support donor acknowledgement process.
- Work with co-directors in managing front desk / administrative support scheduling.
- Work closely with MYArts co-directors to ensure that processes and practices are serving organizational goals and are transparent for user groups.
- Uphold MYArts policies and practices, with special focus on creating a welcoming atmosphere and prioritizing equity and access.

Qualifications (demonstrable through work, volunteer, or other life experiences):

- Accurate data entry and experience with complex databases.
- Great attention to detail.
- Clear and friendly written and verbal communication.
- Independent decision making.
- Ability to quickly learn new computer programs and/or data platforms.
- Comfort using google drive and related products.
- Experience with customer service.
- Can operate independently as well as with a team.
- Support for organizational mission.
- Be personally and professionally committed to equity and inclusion, with a dedication to honoring the life experiences of each person who walks through MYArts' doors.
- Willing to undergo a background check as part of youth safety protocols.
- Fully vaccinated against COVID-19.

Working conditions

- Majority of work period will involve sitting at a desk.
- Manual dexterity required for computer and phone work.
- Work environment may involve regular interruptions.

Position reports to the Director of Community Partnerships and the Director of Facilities.

About MYArts:

- Our core values are inclusion, collaboration, and discovery. We strive to integrate these values into all aspects of our institution and our work, and to constantly grow and improve in our ability to manifest these values.
- MYArts has a strong commitment to growing access and equity within youth arts programming. We are especially committed to supporting communities of color and other marginalized groups, and have strong expectations that MYArts staff people will positively contribute to that goal.

<https://www.madisonyoutharts.org/>

