

# RxART

## OPERATIONS MANAGER

RxART, the nonprofit organization with the mission of helping children heal through the extraordinary power of visual art, seeks to fill the position of Operations Manager. RxART commissions exceptional contemporary artists to transform children's healthcare facilities into engaging and inspiring environments full of beauty, humor, and comfort through projects in the US and Canada. In the past 20 years, RxART has completed 54 projects with 63 artists in 37 hospitals throughout North America.

Reporting to the Founder and President, the Operations Manager plays a vital role as a part of the small yet passionate and dedicated team in continuing to expand RxART's reach during a remarkable time of organizational growth. We are seeking a dynamic, organized, and ambitious individual who has the ability to manage myriad responsibilities under tight deadlines, orchestrate and triage priorities, and work proactively and collaboratively.

Duties include but are not limited to:

- Oversee organization and flow of office operations, including processes, systems, and managing inventory
- Manage daily team meetings & agendas, calendaring, and the overarching project outline, tracking flow of multiple, concurrent projects and respective team member responsibilities
- Manage tech and utilities subscriptions and service liaising to ensure all runs up-to-date and smoothly
- Maintain digital accounting records and support with invoicing, expense reports, and budgeting
- Oversee marketing and communications content in printed materials & across multiple platforms
- Manage, execute, and grow product and art sales; Handle all art shipments & coordinate artwork donations and consignments for semi-annual auctions with partners such as Christie's & Artsy
- Oversee production of biennial coloring book & distribution of book donations to hospitals
- Maintain art inventory and storage (digitally in Airtable, onsite in office, and offsite storage facility)
- Prepare and update marketing materials and presentations
- Solicit and document feedback from healthcare partners on RxART projects
- Oversee hiring and supervision of quarterly interns and event volunteers
- Assist with all events (virtual and in-person)

## REQUIREMENTS

- Demonstrated excellence in organizational, managerial, and communication skills
- Demonstrated pro-activeness, follow-through, integral team player, and discretion
- 5+ years of experience in similar role, preferably at a nonprofit/arts organization
- Experience in Microsoft Office, Adobe Creative Suites, Google Drive; MailChimp, Salesforce experience ideal
- Experience in WordPress/WooCommerce; MailChimp; Instagram, Linktree, Canva, Facebook, Twitter, LinkedIn, Vimeo, YouTube
- Experienced IT skills
- Knowledge of and interest in contemporary art
- Superior written and verbal skills
- Bachelor's Degree (required) in Arts Administration (MA a plus)
- Requires the ability to sit, stand, lift up to 35 lbs. and to use typical office equipment
- Full-time, Monday to Friday, 10 am – 6 pm, with occasional outside hours for special events; In-person

Salary is commensurate with experience, education, and ability. Benefits include healthcare, 401K, and vacation. References required.

To apply, please email cover letter and resume to [diane\\_brown@rxart.net](mailto:diane_brown@rxart.net).