



**Job Posting**  
**Operations Manager**

**Application Deadline:** Monday, February 26, 2018  
**Hours per week:** 30

**Contract Type:** Permanent  
**Rate of pay:** \$22/hour

Art Starts creates vibrant Toronto neighbourhoods through community-building arts initiatives. Our collaborative approach to art-making celebrates communities, nurtures resiliency, cultivates life skills and inspires personal growth. Established in 1992, Art Starts is recognized as one of Toronto's leading community arts organizations.

**POSITION SUMMARY:**

The **Operations Manager** is responsible for overseeing the day-to-day operations of Art Starts to ensure organizational effectiveness. This position is an exciting opportunity to support and collaborate with a team who delivers high quality arts-based programs in Toronto's underserved neighbourhoods. The Operations Manager possesses exceptional organizational and administrative skills, and helps to ensure systems and practices lead to long-term operational excellence throughout all departments.

**Reports to:** Executive Director

**DUTIES AND RESPONSIBILITIES:**

**Operations**

- Work with the senior management team to develop and implement organizational strategies, policies and practices related to operational processes
- Adapt, advise and implement any infrastructure changes as organization grows to ensure effective consistent standards and smooth transitions
- Oversee the efficient operation of Art Starts' core operating location(s)
- Maintain office I.T., computers and software, troubleshoot technical problems and liaise with IT support as needed
- Manage vendor and contract relations
- Oversee general clerical duties: mailing, office supply ordering, organizational filing and file archiving, etc.
- Work alongside Program Administration staff to provide administrative support to Program Managers

**Finance**

- Oversee and prepare payroll, remittances and related reports; monitor petty cash
- Process and oversee systems related to the payment of all administrative and program expenses (e.g. cheque requisition process, artist cheques, cash advances)
- Liaise with bookkeeper to ensure accurate financial records and processes
- Record and make all bank deposits
- Assist with and organize paperwork for annual audit
- Provide support (e.g. inform appropriate staff) regarding financial issues that may arise around accounts payable/receivable, spending inconsistencies related to programs, etc.

### Human Resources

- Supervise Office Assistant
- Prepare and draft employment contracts, timesheets, employment letters, admin staff orientation schedules
- Provide administrative support to new hires; train new employees on admin systems and processes as appropriate
- Support administration around employee health benefits

### Other

- Oversee printing, merchandise ordering and outsourcing of graphic design services as needed
- Develop and maintain up-to-date studio inventory
- Update and implement Staff Wellbeing plan, team-building activities, etc.
- Coordinate Studio Bookings and Rentals in collaboration with Special Projects Manager
- Other duties as assigned

### Qualifications:

- Post-secondary education in a related field – e.g. Business Administration, Arts Administration, Finance
- At least 3 years' experience in an administrative or bookkeeping role
- Dedicated, enthusiastic and reliable, with superior organizational skills and keen attention-to-detail
- Exceptional interpersonal and communication skills (verbal and written)
- Technologically savvy, with demonstrated experience using financial and accounting software (e.g. Sage 50, Simply Accounting, Quickbooks)
- Able to work independently and manage a variety of tasks concurrently
- Strong team player with advanced leadership abilities

*Art Starts is an equal opportunity employer and is committed to diversity and inclusiveness in the workplace. If you require any accommodations during the hiring or interview process, please email [info@artstartsto.com](mailto:info@artstartsto.com) with your request.*

Interested applicants should send resume and cover letter to [hr@artstartsto.com](mailto:hr@artstartsto.com), listing '**Operations Manager**' in the subject line.

Only those applicants to be interviewed will be contacted – no phone calls please.