

Lyme Art Association Job Description

Business Manager

The Lyme Art Association (LAA) seeks a colleague with experience in business management, finance, and operations. We value strong customer service skills, attention to detail, and enthusiasm for collaborative work. The successful candidate will enjoy working in a team environment and be dedicated to making LAA a welcoming and inviting space for our community of artists and friends of the arts.

Reporting to the Executive Director, the Business Manager is responsible for day-to-day financial and operational functions. As part of a collaborative team of staff and volunteers, they will also assist with special events, including opening receptions, fundraising events, and community events. This is a part-time position of 20-24 hours a week. On-site work on Mondays and Tuesdays between the hours of 10am-5pm is strongly preferred, but flexibility in scheduling is available. Additional availability is preferable for evening and weekend events approximately ten times per year.

Responsibilities:

Business Operations

- Answer the phone and assist with customer inquiries
- Process mail
- Maintain all personnel records
- Manage office supplies, systems, and equipment
- Errands may include trips to multiple banks, the post office, and stores in conjunction with operations and event planning
- Work with Executive Director and Gallery Manager to facilitate maintenance of building and grounds
- Assist the Development Associate and Executive Director with mailings

Financial Operations

- Accounts receivable, accounts payable, process check requests, general ledger entry, and various reporting functions
- Manage merchant service accounts and maintain compliance
- Generate and mail commission and award checks for artists
- Oversee financial records management
- Prepare reports for the Executive Director and Treasurer
- Assist in the preparation of the yearly budget

Educational Programming

- Manage payments for instructors and maintain tax documents for year end
- Assist with enrollment as needed

Events and other activities

- Take minutes at Board Meetings
- Assist as needed during exhibition installation
- During fundraising events and opening receptions, LAA staff members may be asked to staff the event: work in the kitchen, carry and set up tables and chairs, and accomplish other tasks outside their normal job description as necessary to welcome artists, patrons, and the public. Often these events will be on evenings and weekends, 8-10 times per year.

Communications Manager Requirements and Qualifications:

- BA/BS or equivalent working experience
- Experience with Quickbooks
- Strong organizational skills and attention to detail.
- Clear, succinct, and positive verbal communication; ability to communicate professionally with a range of audiences including members, artists, donors, volunteers, visitors, staff, community partners, and vendors.
- Discretion. This staff member has access to confidential employee, donor, and financial records and is expected to maintain the highest level of confidentiality.
- Reliable transportation and ability to run errands during business hours
- Sense of ownership and pride in performance and its impact on LAA's success and reputation
- Team player, collaborative
- Self-starter, able to work independently, excellent time management
- Commitment to LAA's statement on inclusion, diversity, equity, and access

Nice-to-haves:

- Experience with Google workspace software and Microsoft Office software
- Experience with Neon or other CRM or donor management software
- Catering or special event experience
- Availability for Board of Director meetings (3rd Wednesday of each month at 4pm)
- Availability for special events on weekends or evenings approximately ten times per year

The Lyme Art Association is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

We anticipate a transition period for this position during the months of November and December 2024. The start date for taking on full responsibilities is January 1, 2025.

To Apply: Please submit your resume and cover letter by email to elsbeth@lymeartassociation.org.

