



Job Description: Office Manager 24 hours per week

The Office Manager at South Shore Art Center will work closely with and report directly to the Executive Director to ensure smooth operations in this dynamic arts center, which serves communities south of Boston. This is a part-time position (24 hours/week).

Responsibilities:

- Greets students and visitors to the Art Center.
- Registers students for courses and workshops, including processing payment.
- Maintains annual service contracts with office / building equipment technicians and computer hardware / software consultants.
- Manages accounts payable and accounts receivable processes. Maintains vendor files.
- Performs payroll and employee benefit tracking, and records in Quickbooks. Maintains personnel files.
- Orders and oversees office and class supplies.
- Prepares for exhibition opening receptions.
- Coordinates interns and volunteers for special events, openings and Festival.
- Coordinates staffing for gallery rentals.
- Assists Executive Director in committee meeting preparations, marketing and public relations, special events, miscellaneous projects, and Art Center initiatives, as directed.

Qualifications:

- Bachelor's degree or comparable work experience.
- Detail-oriented with exceptional personal organizational skills.
- Accounting experience with familiarity with Quickbooks.
- Experience with Microsoft Suite: Excel, Word and Access.
- Strong work ethic and comfortable in a small, fast-paced, team-orientated work environment.
- Belief in and passion for the role of art and design in education and career development, and demonstrated commitment to South Shore Art Center's mission.

How To Apply:

Interested applicants should:

- Email resume/CV and a letter of interest to: Patrice Maye, Executive Director, at pmaye@ssac.org.
- Include Office/Accounts Manager in subject line of email.

Applications accepted on a rolling basis. No phone calls please.

About South Shore Art Center

Founded in 1955, South Shore Art Center's mission is to enrich the communities south of Boston by engaging artists and by fostering an understanding and appreciation of the visual arts through exhibitions and education.

