



Operations Coordinator

Creative Art Works seeks a full-time Operations Coordinator to join the programs team. The ideal candidate has strong inventory management and event production experience, an interest in the arts and/or youth development, and is enthusiastic about working collaboratively as an integral member of a dedicated full-time staff of eleven.

The Operations Coordinator will be a vital part of the program department, which, together with our teaching artists, leads and implements all CAW arts education and youth development programs in partner venues. Accordingly, this position will be responsible for the logistics involved in setting up, breaking down, and maintaining supplies and technology at program or special event locations (e.g., schools, community-based organizations, community art-making events, and public art worksites). Those with experience in show production or inventory management may be particularly well-suited for the role.

About Creative Art Works

Creative Art Works ("CAW") is a 38-year-old nonprofit that improves the lives of thousands of under-resourced youth each year through in-school and out-of-school-time classes, community art-making events, and our renowned public art youth employment program. Working in NYC public schools, community centers, juvenile justice settings and parks, CAW provides dynamic arts experiences for youth who otherwise lack access. Our programs build confidence, unlock a love of learning, and teach valuable technical, social/emotional, life and job skills, all while creating profound connections between our young constituents, their art and their communities.

Summary

The Operations Coordinator will report to the Program Manager of Teaching & Learning and will be responsible for coordination and distribution of supplies and equipment needed for ongoing program operations as well as for culminating exhibits and events in the field. In addition, this position will manage tech equipment distribution for use in the field and will support event planning and related hospitality.

Creative Art Works seeks a highly collaborative, tech-savvy individual who enjoys moving parts, operational management systems, and varied work environments. This position will travel to programs and work sites throughout NYC. Candidates that thrive in a fast-paced environment, experienced in event logistics and with strong organizational skills should apply.

Responsibilities

- Operations
 - In collaboration with program managers, coordinate logistics, delivery, and distribution of materials across multiple worksites in Manhattan, the Bronx, Brooklyn, and Queens.
 - In collaboration with program managers and administrative managers, support the distribution of technology equipment for programs and staff. This will include tracking of inventory, ensuring upkeep of equipment, and staying aware of industry trends and potential new solutions.
 - Interact with vendors and site partners to ensure operational needs are met.
- Event Management
 - Support planning and implementation of events at school-based programs, public art worksites, community art-making events, and others. including receiving supplies, and set-up and break-down of sites.
 - Oversee deployment of technology solutions for programs and events, determine needs of program, troubleshoot and solve issues.
- Inventory Management
 - Order and manage all program supplies, equipment, inventory, purchases, and distribution and ensure related strategic efficacy of program planning and various events.
 - Update and maintain material supply inventories, locations, and costing.
 - Maintain and improve cost-effective procedures for ordering, storage, and distribution of supplies and equipment.

Qualifications

- Minimum 2-4 years relevant experience including coordinating with a team, inventory management, project management
- An aptitude for organization, communication, and flexibility
- Outstanding written, verbal, presentation and interpersonal skills
- Creative, motivated, proactive, and anticipatory
- Must be comfortable in a Mac environment
- MS Suite, with strong Word and Excel skills a requirement
- Experience with Airtable or similar project management platforms (Asana, Slack, Monday, etc.) preferred
- Demonstrated success developing and monitoring systems to manage program operations
- Ability to tackle emerging challenges and conflicting priorities with a collaborative, creative and strategic approach
- Team player capable of working independently and collaboratively
- Proficiency with photo, video, smartboard, and computer equipment

Requirements

- Clearance in NYC's Personnel Eligibility Tracking System (PETS)
- Must be able to lift 40 lbs
- Occasional weekend and evening work
- Driver's license
- Comfortable operating cargo van in NYC area
- Fully vaccinated for COVID-19

Skills that are a "plus":

- Proficiency or fluency in Spanish
- Teaching Artist/other relevant experience
- Experience with murals, latex paint and various substrates
- Art or arts administration degree

Compensation, Benefits, and Schedule:

- \$23-28 per hour
- 40-hour workweek, Monday to Friday, occasional nights and weekends (eligible for overtime)
- In-person work required. Work must be performed at 100 W 33rd St. and at worksites throughout NYC
- Health insurance, currently 92% employer paid, plus 50% of additional cost for family coverage
- Vision and dental insurance, employer paid
- Life and AD&D insurance, employer paid
- Option to participate in 401K, FSA, and CommuterCheck plans
- Generous PTO policy and holidays

To Apply

Please send a letter of application and resumé via email to: jobs@creativeartworks.org. Please include "Operations Coordinator" in the email subject line. No phone calls please.

Creative Art Works is an Equal Opportunity Employer. We actively seek a diverse applicant pool and encourage candidates of all backgrounds to apply. Creative Art Works does not discriminate on the basis of disability, age, gender identity and expression, national orientation, race and ethnicity, religious beliefs, or sexual orientation. We welcome all kinds of diversity.