

**Job Description**  
**Operations Coordinator**  
**Wattis Institute for Contemporary Arts**  
**California College of the Arts**  
**San Francisco**

**ABOUT THE WATTIS:** Founded in 1998, the CCA Wattis Institute is an internationally recognized exhibition venue and research institute. As a non-collecting and artist-centered institution, it supports and presents the newest and most relevant contemporary artists working today with exhibitions, residencies, and events. Working under the umbrella of an educational institution, the Wattis places equal importance on longer-term research initiatives such as research forums, reading groups, and publications. As the city's "kunsthalle," the Wattis is a central hub and gathering place for the contemporary art community in San Francisco and the Bay Area.

**JOB DESCRIPTION:** The Wattis Institute seeks an Operations Coordinator to support the administrative and operational functions of the Wattis Institute, including its off-site apartment. The Operations Coordinator will manage day-to-day finances, oversee gallery monitors and interns, and maintain social media accounts, among other responsibilities. The potential to take a lead role in developing educational programming and a social media strategy also exists. The ideal candidate must be extremely detail-oriented, organized, and able to multitask with ease. S/he should be able to work independently, but also feel comfortable in a close working environment. Experience and/or interest in contemporary art a plus.

**HOURS + BENEFITS:** This position begins at 30 hours/week with the potential to become 40 hours/week. It is a non-salaried permanent position with full benefits.

**RESPONSIBILITIES (include but are not limited to):**

**Finances (50%):**

- •Overseeing and processing all check requests, purchase orders, and reimbursement requests for Wattis exhibitions and events
- Tracking, submitting, and processing all receipts for Wattis credit card
- Maintaining records of all expenses and income for staff reference
- Managing and processing all sales for Wattis limited editions and publications, and work with Head of Installation for all packing and shipping arrangements for editions and publications
- Working with curatorial team to ensure purchases arrive within exhibition schedules
- Researching, contacting, and adding new vendors to CCA's system as necessary

**Office/Apartment Management (15%):**

- General office management, including ordering office supplies and maintaining files, computers, office furniture, etc.
- Maintaining Wattis apartments for visiting artists and curators, including collecting supplies and organizing cleaning, upkeep, repairs, and scheduling
- Retrieving mail and packages from CCA mailroom
- Maintaining EMS calendar and updating department calendar
- Managing all Wattis editions and publications mailings
- General support of Director, Curator, and Head of Operations & Publications

**Education (15%):**

- Hiring, scheduling and supervising student gallery attendants for Wattis exhibition galleries, processing timesheets, and providing training for all exhibitions
- Maintaining front desk (supplies, appearance, signage, printed matter)
- Coordinating annual Grad Mixer and Chimera Group Visit during Orientation week, as well as other CCA initiatives
- Working with curatorial staff to develop and implement new educational programming
- Recruiting, interviewing, and hiring interns
- Training and managing interns

**Communications, Social Media, + Archive (20%):**

- Updating mailing list
- Uploading video and audio documentation to website
- Overseeing all aspects of Wattis social media; conceiving, researching, scheduling, and posting to Instagram and Twitter at least three times per week; creating, monitoring, and promoting Facebook events for Wattis programming
- Designing posters to promote Wattis events and exhibitions
- Maintaining archive
- Handling archive requests

**SKILLS AND QUALIFICATIONS:**

- BA or BFA required
- Strong organization and time management skills with excellent attention to detail
- Ability to work effectively and efficiently in a fast-paced environment and to communicate well with colleagues, vendors, and members of other CCA departments
- Previous experience with financial management desired but not required
- Proficiency in Adobe Suites a plus

**TO APPLY:** Submit a cover letter and resume to Jeanne Gerrity, Head of Operations & Publications, at [jgerrity@cca.edu](mailto:jgerrity@cca.edu), by **July 9, 2018**.