

## **OPEN CALL FOR OPERATIONS MANAGER POSITION AT BEIRUT ART CENTER**

The Operations Manager is responsible for planning, organizing, supervising, and following up with all operations within the Center's facility. The main responsibility of the Operations Manager will be to coordinate and supervise the production of the Center's exhibitions and events. The Operations Manager will help develop procedures and strategies for the Center's operations.

### **Responsibilities include:**

#### **For Exhibitions, Events and other Activities**

- Oversee and coordinate all the aspects of production of bimonthly exhibitions and weekly events. This includes working closely with the artists and the Technical Director on the technical and installation requirements of the show.
- Oversee sales, operations, and storage for the bookshop, the café, and BAC Design exhibitions.
- Coordinate scheduling and logistics when the facility is rented.

#### **Maintenance**

- Schedule and direct the janitor and contractors for cleaning and repairs in the Center for daily operations and for supplemental work required for special events and facility rentals.
- Plan and establish a maintenance program that keeps the building's systems in top condition.

#### **Staff**

- Oversee the staff in the bookshop, café and BAC Design shows. Implement procedures that deliver clear communication, effective coordination, and the proper operation of each area.
- Coordinate the schedules of the Center's staff.

#### **Qualifications**

- Production of exhibitions or related experience
- Outstanding organizational skills
- Ability to solve problems and handle difficult situations effectively and efficiently
- Excellent interpersonal skills
- Experience managing other people
- Ability to delegate responsibilities effectively
- Ability to manage and prioritize a variety of tasks, and to view situations from several perspectives
- Excellent communication skills, both verbal and written
- 3+ years of work experience, preferably in the arts and culture field

**Start Date: January 2014**

**Hours: Full-time. Monday – Friday 12pm to 8pm**

**For more information please contact: [info@beirutartcenter.org](mailto:info@beirutartcenter.org)**