

Operations Manager

North Carolina Pottery Center, Seagrove, NC

The North Carolina Pottery Center, located in Seagrove, NC, is seeking an enthusiastic and dependable individual to fill the position of Operations Manager.

Reporting to the Executive Director, this is a full-time, 40 hr/wk, position. The normal work schedule will be Monday-Friday from 8:30-5:00. For the right person with the right qualifications, this position could potentially be converted instead into a part-time position with appropriate modifications to the position's responsibilities and expectations. Full-time is preferred, but the possibility for otherwise exists.

About the North Carolina Pottery Center

The mission of the center is Sharing North Carolina's Clay Stories, Past and Present. By doing so, we promote public awareness and appreciation of the history, heritage, and ongoing tradition of pottery making in North Carolina through educational programs, public services, collection and preservation, and research and documentation.

The North Carolina Pottery Center showcases the remarkable history and ongoing tradition of pottery making in North Carolina. Located in Seagrove, one of the state's key historical and contemporary pottery-producing regions, the Center is your first stop in exploring North Carolina's rich clay heritage. The state's pottery communities range from the mountains to the sea, and it is that wide-ranging diversity of styles, techniques, and history that the Center preserves and protects. Our permanent exhibit & collection of more than eight hundred pieces of pottery, artifacts, and photographs traces North Carolina's pottery history from prehistoric Native Americans to the present. The display interprets the impact of social, technological, and economic change on the state's most unique cultural resource. Changing exhibitions of historical and contemporary work are also on display.

Position Responsibilities:

Operations Manager

- The primary responsibility of this position is to handle the center's bookkeeping/Quickbooks, financials, and reporting.
- Processes payroll information and ensures payments via the center's payroll provider.
- Handles basic HR responsibilities.
- Responsible for physical/online gift shop oversight and management.
- Handles ordering/procurement of supplies and equipment for the center.
- Handles general ops – coordinating with local services/contractors to ensure necessary maintenance/repairs/etc. is done.
- Handles the center's membership/donation database, including membership renewals, annual auction and p conference registrations, and year-end ask, since that database is an incoming revenue source.
- Works adjacent to the center's gift shop and works in conjunction with the center's gallery attendant, and along with the educational program manager helps to provide coverage for the front desk/gift shop when needed.

Other duties as planned with and/or assigned by supervisor.

Important Note:

It is important that the person who fills this position be motivated as the Operation Manager plays an important role in ensuring the smooth operation of the center.

Requirements:

Minimum – BA in Accounting or Business preferred.

Required: Proficiency and experience with QuickBooks (preferably QuickBooks Online). Experience with basic HR functions and responsibilities. Experience using and/or managing a PoS (point of sale) system. Proficiency with Microsoft Word and Excel. Ability to write clearly, concisely, and accurately. Consistency in performance and action. Highly dependable and trustworthy.

Bonuses: Experience with a membership/donations database. Ability to learn/self-teach how use unfamiliar software(s). Ability to quickly assimilate new information. Familiarity with Seagrove/NC potters and NC pottery history.

Salary & Benefits:

The salary is \$20 per hour, paid bi-weekly. The center, unfortunately, cannot offer health or life insurance but offers full-time employees a Wellness stipend of \$1800 per year (\$69.23 per bi-weekly pay period). The center offers eleven paid holidays annually. Vacation days are earned on an accrual basis. 10 days (.83 days/month) in years 1-2, 12 days in years 3-5, 15 days in years 6-9, and 20 days in years 10+. Sick leave is accrued at the rate of 3.08 hrs bi-weekly for a total of 80 hrs annually.

Application Deadline:

Open until filled.

How to Apply:

Resumes, cover letters, and contact info for three references may be sent to info@ncpotterycenter.org.