

Office Manager/Executive Assistant

Organizational Overview

Artspace's mission is to create, foster, and preserve affordable and sustainable space for artists and arts organization. We have worked with more than 300 communities to plan for and in some cases implement place-based strategies that integrate the arts with complementary public agendas, including economic and community development, historic and cultural preservation, transit-oriented development, and social justice. From these experiences, we have developed a sustainable, equitable model of arts-driven change that has helped inform and influence the growing international movement of creative placemaking. Artspace currently has a portfolio of 50+ projects providing affordable housing to over 2,000 artists and their families, and affordable space for more than 650 artist studios, small businesses, and creative enterprises across the country.

Position Summary

The Office Manager/Executive Assistant will oversee day-to-day office operations, manage supplies and inventory, coordinate maintenance, and handle administrative tasks and report directly to the CEO/President. Additionally, they will provide high-level support to executives, manage calendars, schedule appointments and meetings, arrange travel, and handle correspondence. This role requires someone who is highly organized, detail-oriented, and able to multitask effectively. The ideal candidate should have excellent communication skills, proficiency in Microsoft Office and other office management software, and a willingness to learn and adapt. While this role does not involve managing people directly, the Office Manager/Executive Assistant may need to work collaboratively with other team members.

RESPONSIBILITIES INCLUDE, but are not limited to:

- Managing the front desk of the Cowles Center for Performing Arts, and Artspace subsidiary
- Supporting Artspace staff with general administration needs
- Collaborating with the President to maintain work schedules and calendars
- Planning and organizing board and executive committee meetings, taking meeting minutes, and coordinating schedules
- Managing mailing, shipping, supplies, equipment, and errands
- Coordinating with IT to ensure equipment functions properly
- Troubleshooting copy machine errors
- Scanning and organizing documents on the server
- Maintaining filing systems and retrieving/distributing mail

- Keeping the office and kitchen areas clean
- Providing general support to visitors
- Participating in company event planning and execution
- Managing conference calls and creating meetings for staff and leadership team
- Broadcasting messages to staff and board members

Skills and Qualifications

- Experience in office management or a related field
- Excellent communication and interpersonal skills
- Strong organizational and multitasking abilities
- Ability to work independently and manage priorities effectively
- Proficiency with Microsoft Office Suite and other office management software
- Familiarity with copier equipment and software
- Ability to troubleshoot common office equipment issues
- Attention to detail and accuracy
- Positive attitude and ability to work well in a team-oriented environment
- High level of discretion and ability to handle confidential information
- Flexibility with schedule to accommodate occasional evening or early morning meetings

Salary range: \$45,000 - \$50,000 Annually

How to apply

To apply, please email resume and cover letter to jordan.amrani@artspace.org.

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