

Operations Manager

UrbanArt Commission | Memphis, Tennessee

Position: Full-Time

Reports to: Executive Director

Position Summary

UrbanArt Commission (UAC) is seeking a highly organized, proactive Operations Manager to help keep the administrative and logistical functions of our nonprofit running smoothly.

This position is ideal for someone who enjoys creating order, managing details, improving processes, and ensuring things get done on time. The Operations Manager will support our small team by maintaining organizational systems, coordinating administrative processes, supporting public art projects, and assisting with event and program logistics.

While the position involves a variety of responsibilities, many are periodic rather than daily, occurring monthly, quarterly, annually, or as projects and events arise. We are looking for someone who can learn established processes, take ownership of responsibilities, anticipate needs, and identify opportunities to improve efficiency.

Key Responsibilities

Office Operations & Administration

- Manage routine office operations, supplies, equipment needs, and administrative records.
- Maintain organized filing systems and track recurring organizational deadlines.
- Coordinate administrative documentation, including invoices, receipts, and vendor records, in collaboration with UAC's bookkeeper.
- Maintain and improve internal procedures, templates, and organizational systems.

Project & Organizational Support

- Coordinate weekly public art project updates for the City of Memphis.
- Maintain accurate project documentation and assist with updating project information and photographs on UAC's website.
- Learn and administer organizational platforms, including Trello, Submittable, and donor management software.
- Assist with maintaining organizational data, records, and reporting information.

Events & Program Coordination

- Coordinate logistics for public art ribbon cuttings, workshops, and community events.
- Organize the annual **6x6 Canvas for a Cause** fundraiser using established timelines, procedures, and event materials.
- Coordinate event supplies, materials, schedules, and preparations.
- Assist with teaching artist recruitment and workshop scheduling.

Donor & Administrative Support

- Maintain accurate donor records and coordinate appropriate donation acknowledgment letters.
- Assist with organizing sponsorship materials and donor communications.
- Compile information and documentation needed for organizational reports and funding requests.

Qualifications

- 3–5 years of experience in office administration, operations, project coordination, customer service, or a related field.
- Strong organizational skills with excellent attention to detail.
- Ability to manage multiple responsibilities, prioritize tasks, and meet deadlines independently.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office, including Word, Excel, PowerPoint, and Outlook.
- Comfortable learning new technology and administrative platforms.
- Strong problem-solving skills and the ability to recommend process improvements.
- Professionalism, discretion, and the ability to work collaboratively with a small team.
- Nonprofit experience is preferred but not required.
- Fundraising and grant-writing experience are not required.

Ideal Candidate

We are looking for someone who takes initiative, enjoys organizing systems, and finds satisfaction in making things run efficiently. The ideal candidate is dependable, adaptable, detail-oriented, and comfortable working in an environment where priorities may shift based on organizational activities.

Most importantly, this person should be able to take ownership of recurring responsibilities, follow through without constant reminders, and help create the structure that allows our team to focus on its mission.

Compensation & Benefits

Salary: 40,000–45,000 annually, commensurate with experience.

UAC offers a comprehensive benefits package that includes:

- Employer-paid employee-only medical insurance (BlueCross BlueShield)
- 401(k) retirement plan (non-matching)
- 13 paid holidays, plus an additional day for your birthday
- 15 vacation days annually
- 8 sick days annually
- Hybrid work schedule with two remote workdays per week

Application Process

Interested applicants should submit a current résumé, a letter of interest (one page maximum), and three professional references to **HR@uacmem.org**.

Please include “**Operations Manager Application**” in the subject line.

About UrbanArt Commission

UrbanArt Commission (UAC) is a nonprofit organization committed to creating opportunities for artists and neighborhoods to connect and shape spaces through public art.

UAC administers the City of Memphis Percent for Art Program and works with artists, neighborhoods, public agencies, and community partners to create and steward public art throughout Memphis.

Learn more at www.uacmem.org.