



Director of Operations
Job Description

Job Title: *Director of Operations*
Program: *General Operations of all CVA Activities*
Reports to: *Executive Director*
FLSA Status: *Non-exempt*
Effective Date:
Approved by: Anita Massari
Compensation: \$27.50/hr
20 - 40 hrs/wk
Vacation and sick pay

Chama Valley Arts is looking for a quality candidate for our team.

We are looking for someone who:

- Loves to help people grow
- Loves to be part of the community
- Loves to encourage and foster creativity in the team
- Loves to play and have fun
- Can stay calm and level-headed in tense and hectic situations
- Can juggle multiple tasks during the course of the day
- Can keep a high level of energy throughout a long day, a long week, and a long season
- Can listen carefully and learn quickly
- Is ready to take initiative and learn from mistakes (we all make them)

If you have the right attitude and enjoy working with people we want to talk to you!

Summary: This position oversees program development and production to support and expand CVA programs. Employed by and responsible to CVA Executive Director and Board of Directors.

Responsibilities include, but are not limited to:

- Designing, planning, budgeting for, including researching, registration fees, coordinating registration, and facilitating programs.
- Communicating with other staff, contractors, and volunteers to design, implement and promote programs, ensuring that programs meet a high-standard of learning and safety, including developing and implementing policies.
- Maintaining the arts center building and grounds and managing cleaning and maintenance contractors.
- Tracking attendance in programs and report absences, as needed, to Executive Director.
- Communicating with students and families regarding registration, payment, program attendance, schedules, changes, new programs, and events.
- Interacting with community partners , funders, board members, and donors who collaborate with or who are otherwise stakeholders in arts center activities and services.

Essential Duties and Responsibilities include the following:

1. Represent CVA in a professional manner at all times both internally with the CVA team and in interactions with program participants and the community.
2. Receive and respond to incoming communications and contacts, such as, phone calls, walk-ins or written inquiries.
3. Organize and schedule programs. This includes program planning, coordinating registration, developing graphics and supply ordering in concert with the leadership team (Executive Director, Director of Operations) and program facilitators. Maintain current knowledge of all CVA programs and the services they provide for purposes of information and referral.
4. *Bring to the Executive Director's attention in a timely manner anything during daily activities that may conflict with safety or program excellence*
5. Maintain confidentiality with regard to all participant information.
6. Maintain a working familiarity with the members CVA Board of Directors and all collaborative partner organizations.

7. Maintain files as directed. This includes basic clerking and bookkeeping, compiling daily/weekly/monthly data reports as required by , and proofing to ensure the accuracy of all reports.
8. As requested, attend CVA functions to represent the organization and support program services, which may take place outside regular working hours. Such requests will provide the employee with ample time to adjust their schedule to meet such requests; and the employee will be provided with an alternate schedule, as needed, to prevent excessive hours from such off-hours requests.
9. Must possess a valid driver's license and current automobile insurance with minimum New Mexico requirements. Must pass a background check.
10. While a minimum level of experience in youth and adult arts programming practices is preferred, both formal (classes, web seminars, etc.) and informal (one-on-one with other staff) professional development can be provided to help the candidate meet the evolving needs of the position.
11. Computer (MS Word and Excel), Google Workspace, and data entry experience preferred or a willingness to learn.

Other duties may be assigned as determined. This is an at-will position. Pay increases will be explored regularly and will be based upon available funding and work performance, as determined by the periodic evaluations.

CVA is an Equal Opportunity Employer. Reasonable accommodations may be made to ensure persons with disabilities are afforded the opportunity to successfully perform the essential functions and duties.

Please send a cover letter (and address why you think this job will work for your life now and in the long run), resume/CV, and 3 references to anita@chamavalleyarts.org by July 23, 2025.