



## **Job Announcement: Arts Operations Manager**

SouthEast Effective Development (SEED) is a nonprofit organization founded in 1975. SEED's mission is to improve the quality of life in Southeast Seattle by creating partnerships and inspiring investments in housing, arts, and economic development – with a special focus on residents with fewer opportunities and resources. SEED works in three key areas: Affordable Housing, Arts and Culture (SEEDArts), and Economic Development. Visit our [website](#) for more information.

SEED owns 1,135 affordable apartments and is an active developer of new buildings, helping to meet the need for affordable homes throughout Southeast Seattle. Award winning SEEDArts builds community by presenting diverse arts experiences, nurturing local artists, and infusing creativity into Southeast Seattle. Our five signature programs – Columbia City Gallery, KVRU 105.7 FM, Public & Community Arts, Rainier Arts Center, and SEEDArts Studios – support and sustain artists, inspire and connect residents, and revitalize community. SEEDArts serves over 800 performing, visual and media artists each year; our events *reach* 40,000 community members.

In 2023, SEED will embark on a new five-year strategic plan. Grounded in race and social justice, the plan will inform the long-term strategies and day-to-day tactics of SEED's work, including that of SEEDArts. We are recommitted to pursuing our mission beyond arts presentation, fostering the creative economy as an engine for community and economic development. A key priority is to grow internal capacity to maximize the potential of SEEDArts' programs. The Gallery, KVRU, and Rainier Arts Center are well-loved community arts venues with ambitious goals – but their growth limited by our capacity. To that end, we have created this new position.

### **About the position**

SEED is seeking an experienced and dynamic Arts Operations Manager (AOM). This position will work with the SEEDArts Director and Program Managers to develop and implement operational systems for each Program, and to create efficiencies and opportunities for collaboration between the Programs when possible. The AOM will identify, organize, and implement new strategies with a focus on identifying opportunities for revenue growth and streamlining financial and administrative processes. The AOM will provide leadership on growth initiatives at Columbia City Gallery, KVRU, and Rainier Arts Center and will lead SEED's growing fiscal sponsorship program focused on supporting community organizations that align with SEED's mission.

## Responsibilities

The AOM will divide their time between the SEEDArts Programs. Each Program has unique strengths and challenges; none of the Programs have staff beyond 40 hours/week. Key areas of focus will be:

- **Rainier Arts Center (25%)** Develop and implement streamlined processes for rental contracts, rental payment processing and deposit tracking, and bookings; provide financial oversight and monthly reconciliation of internal bookkeeping system (QuickBooks); identify areas for revenue growth.
- **KVRU 105.7 FM (25%)** Develop and grow KVRU's revenue generating strategies, including underwriting, sponsorships, studio rentals and membership; work with SEED's Senior Manager of Fund Development and Station Manager to administer grant contracts and fulfill reporting requirements.
- **Fiscal Sponsorship (20%)** Lead SEED's growing fiscal sponsorship program, which provides a vital service to grassroots and emerging arts and cultural groups in Southeast Seattle. The AOM will be the primary point of contact for current and new fiscal sponsorship clients.
- **Columbia City Gallery (10%)** Provide financial oversight for Gallery and online sales, with a focus on Gift Shop development; work with Gallery Manager to develop marketing events.
- **SEEDArts Studios (10%)** Lead leasing of studios and monitor rent collection.
- **General Arts Administration (10%)**

## Required Qualifications

- Commitment to racial and social justice, anti-bias, diversity, equity, and inclusion.
- Three or more years of arts or business management experience, with demonstrated success in systems improvement.
- Demonstrated track record of developing financial and operational systems for enterprises.
- Proficiency with budgets, basic bookkeeping, and business systems. Experience with QuickBooks, Square sales terminals, and Microsoft Office Suite a plus.
- Demonstrated strong written and verbal communication skills.
- Willingness to work out of SEED's headquarters in Seattle's vibrant Columbia City neighborhood, and also to dedicate weekly hours at the arts facilities. Position will likely allow for some remote work.

## Desired Qualifications

- Passion for strengthening communities via the creative economy.
- Bachelor's degree in business or arts management; Master's degree a plus.
- Experience working with community media/arts organizations and/or individual artists. Familiarity with Southeast Seattle a plus.
- Desire to work as part of a team and willingness to promote SEED's work.

- Ability to work with minimal supervision – self-motivated and confident.
- Ability to handle multiple projects simultaneously.
- Ability to work well with people from all backgrounds, especially underserved and marginalized communities.

### **Compensation**

This full-time position reports to the SEEDArts Director and works directly with the Program Managers. The salary range is \$62,000 – 70,000 (depending on experience and education) and includes a full benefits package.

### **To Apply**

Send a cover letter, resume, and list of references in a single PDF to: [artsinfo@seedseattle.org](mailto:artsinfo@seedseattle.org). Please put “**Arts Operations Manager**” in the subject line. This position is open until filled.

SEED acknowledges that leadership roles are historically grounded in white privilege. As part of SEED’s commitment to racial equity, SEED sees the hiring of this position, and all positions, as an opportunity to be a more equitable and racially just organization. SEED is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status. People of color, Native and Indigenous people, LGBTQIA+ people, people with disabilities, and other individuals who bring critical perspectives from historically marginalized communities are strongly encouraged to apply.