

Warehouse Arts District Association
515 22nd Street South
St. Petersburg, FL 33712
info@whereartismade.com
<http://www.whereartismade.com>
727-256-0821

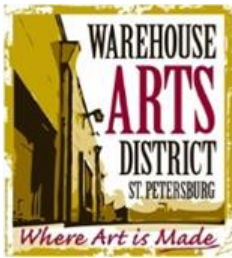
Director of Operations and Events
Full-time Position
Hours are not limited to weekdays 9-5
Reports to the Executive Director
Part of the WADA staff leadership team

Property/Facility Management

- **Onsite property management leasing to include ArtsXchange Campus – Studios, Shoppes and Independent Studios**
 - **Marketing Open Studios**
 - **Manage Site Visits**
 - **Leases**
 - **Initiate and track incoming rent payments/manage collection process**
 - **Internal communications to all tenants on AX Campus on operational topics**
- **Property Management**
 - **Initiate problem resolution with tenants**
 - **Point of Contact and management of all maintenance of the ArtsXchange property**
 - **Provide onsite access to the ArtsXchange during agreed to business hours.**

Event Management

- **Oversee the ArtsXchange (AX) exhibits**
 - **Manage call to artist process**
 - **Assist as project manager between selection committee, artists and art curator**
 - **Oversee and process the financial transactions**
 - **Curate some art shows**
 - **Manage support staff needed to execute events**
- **Manage/Oversee all internal WADA events to include set up, refreshments and cleanup/closure, etc.**
 - **General Membership Meetings**
 - **Committee Events (Education, Membership, etc.)**
 - **Fundraising events**
 - **Board Meetings**
- **Manage all aspects of 2nd Saturday Artwalk**
 - **Burka Lounge**
 - **Refreshments (Bar)**
 - **Plaza to include Art Store and Vendor Tents**



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Communications (content and distribution)

- **Ongoing communication with ArtsXchange Campus Tenants to reinforce community,**
- **Work closely with Committee, Board, Artist to ensure open communication**

Administrative

- **Work with the Executive Director on agreed to special projects.**
- **Work with the Board Chair and Executive Director on board meeting preparation.**
- **Committee support to be determined**
- **Attend weekly staff meetings to include Operations and Finance**
- **Attend board meetings**
- **Attend every 2nd Saturday Artwalk**
- **Manage master calendar of events for WADA**

Financials

Responsible for the processing of all bills/invoices, banking transactions and reconciliation of bank statements

Preferred Skills

- **Work effectively with others to include the ED and BOD**
- **Software and Digital Tools to include:**
 - **Microsoft Office**
 - **QuickBooks (willing to train)**
 - **Bill.com (willing to train)**
 - **Mailchimp (willing to train)**
 - **CRM database and website**
 - **Google docs/forms**
 - **Dropbox**

Inquiries

- **Please provide resume and cover letter attention to: Renee Dabbs @ renee@reneedabbsllc.com 813.382.5378.**
- **Total compensation between \$45,000 + health care benefits consideration.**