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| <div>10:36 nyfa.org</div> <div>  </div> <div> Website www.tomsachs.com </div> <div> Sector Administration </div> <div> Education None Specified </div> <div> Position Type Manager/Supervisor </div> <div> Position Level Full Time Permanent </div> | <div>10:36 nyfa.org</div> <div>  </div> <div> Requirements: This is a full-time; salaried position with 2-weeks vacation built in. Salary to commensurate with experience. The position offers Health Care, Dental, Vision and 401k plans. Must have a minimum of 2 years experience in a similar role. General Management Responsibilities: - Assist the Studio Director in managing the day to day operations of the Studio and a working team of 18 individuals. - Manage Artist and Studio Calendars - Main point of contact for phone calls and inquiries both externally and within the studio matrix. - Monitor general Studio email inbox and forward inquiries to the correct team members. - Monitor and filter Studio Director emails as needed - Book/Manage Studio travel and accommodations - Manage dinner reservations, personal appts and RSVPs for the artist (delegate as is appropriate) - Manage e-mail blasts, event invites, guest lists and outreach with Studio Director - Manage gifting and signing personal notes - Manage and coordinate general shipping and receiving with studio assistants </div> | <div>10:36 nyfa.org</div> <div>  </div> <div> - Maintain a full understanding of studio workflow and deadlines for projects - Keep all team members informed of Studio Calendar and major events - Manage Studio call list and prioritize all outgoing communication with the Studio Director - Manage and maintain Studio Address Book - Manage Studio Interns and personal assistants so they are effective for studio and artist workflow - Manage Studio Security system, document all codes and key assignments - Manage studio orders and supplies, liaise with vendors and pay invoices - Manage external contractors and infrastructure and facilities projects within the Studio and its 3 storage locations. HR Responsibilities: - Manage General Studio H.R. needs - Manage Team Time-Off Requests, Sick Calls, etc. - Discipline Team Members about tardiness and any other code violations - Review resumes for potential candidates, conduct proper background checks, and give insight as requested for hiring decisions - Manage team personnel files, W-9s, W-2s, Proper ID, Releases, Agreements, Contracts NDAs in conjunction with bookkeeper and payroll specialist </div> | <div>10:37 nyfa.org</div> <div>  </div> <div> - Develop and pay from experience - Lead bi-annual staff reviews with Studio Director - Determine creative and cost-effective ways to reward team members especially during heavy workload periods - Maintain NYS Labor Laws, and keep studio procedures up to code Budgets and Accounting - Manage Studio Petty Cash - Track and monitor all Studio accounts (Chase, AmEx, PayPal, Amazon, McMaster) - Liaise with Insurance broker and update and maintain different policies as needed on an annual basis - Manage bookkeeper and ensure all necessary info gets to bookkeeper in a timely and organized manner - Liaise with Accounting firm and ensure they are getting required information from Bookkeeper - Create budgets and reports for projects as requested by Studio Director. </div> |
| <div>Description</div> <div> <p>Large fast-paced world class contemporary artist's studio with a multi-disciplinary practice is seeking a full-time office manager:</p> <p>Must be a highly motivated self-starter, who is hyper-organized, has a keen emotional intelligence, and Jedi-like anticipation of tasks and priorities. Must possess above average communication</p> </div> | | | <div>How to Apply</div> <div> Application Deadline 10/22/2021 </div> |