



Operations Director

About our Company:

Boston Art is an art consulting firm which assists corporate, healthcare and hospitality companies develop customized art collections. Boston Art's staff is made up of four experienced art consultants, an operations director and a professional framing and installation team. Our office features a state of the art framing facility, gallery and multimedia conference room for presenting various art options. Boston Art works with an ever expanding network of over 1500 artists. We pride ourselves on the ability to find the top regional and national talents from all disciplines, styles, media and price ranges.

Visit our website for additional information: www.bostonartinc.com

Job Description:

The Operations Director will be responsible for invoice processing, frame shop management, accounts payable & receivable, payroll, IT & website maintenance, vendor relationships, employee benefits, office and gallery administration, artist research, marketing, event planning, annual financial reporting, and inventory management.

Reporting directly to the company's president, this position's primary responsibility is ensuring organizational effectiveness by providing leadership for the organization's financial and operational functions.

Responsibilities by Function

Financial Management

- Collaborate with the company's president to develop and implement the organization's annual budget.
- Manage day to day processing of accounts receivable and payable using QuickBooks, producing reports as requested.
- Reconcile monthly activity, generate year-end reports, and fulfill tax related requirements.
- Maintain administrative files (paid bills, deposit reports, archived bank statements, payroll etc.)
- Administer payroll and employee benefits and organizational insurance.
- Manage commission schedule and reimbursement requests.
- Catalog bi-annual frame shop inventory assessment with assistance from frame shop staff
- Function as primary liaison between president and company's accounting firm.

Operations

- Process all incoming projects directed by sales team (art consultants), including: art & frame orders, data entry, project status report & frame shop management.
- Maintain and improve vendor relationships, including: terms negotiation and new and/or discontinued products updates.
- Administer and advocate new and existing company policies.

Office & Gallery Administration

- Maintain and troubleshoot website updates & IT infrastructure
- Responsible for incoming phone calls, office supplies, mail distribution and shipping
- Manage art inventory and artist review process
- Handle all artist inquiries and requests.

Public Relations

- Coordinate all gallery events and space rentals
- Produce all marketing materials and newsletter publications
- Monitor major search engines and help improve company visibility

Qualifications:

- Candidates early in their career are encouraged to apply. Training will be provided for the first month of employment.
- Excellent interpersonal and communication skills.
- Strong academic record
- Demonstrated interest in pursuing a career in operations management and a strong knowledge of business operations, accounting and art history
- Established commitment to high ethical standards
- Hard working, resourceful, ambitious and energetic
- Ability to work in fast paced dynamic environment where priorities may change.
- Proficiency in the following computer applications is required: Microsoft Office (Word, Excel, PowerPoint) and PhotoShop
- Some knowledge of QuickBooks, website design, html/java script and exchange server management.

Starting Salary:

- Six month training Salary: \$30,000
- Six month review: Salary increase based on performance

To apply:

Please email your cover letter and resume to: jennifer.peterson@bostonartinc.com

Application Deadline: March 12th, 2010

Contact Information:

Jennifer Peterson

Boston Art Inc.

23 Drydock Ave. Boston, MA 02210

www.bostonartinc.com

(No phone calls please. We will contact you after we have had a chance to review your application, thank you!)