



Position Description Operations Coordinator

About MOCAD

The Museum of Contemporary Art Detroit (MOCAD) presents exhibitions and programs that explore the best of contemporary art, connecting Detroit and the global art world. MOCAD is focused on art as a means to nurture social change and human understanding, reflecting our community. We encourage innovative experimentation by artists, musicians, makers, cultural producers, and scholars to enrich all who participate and to educate visitors of all ages in the power of art. Whether from Detroit, or around the world, we welcome creative voices who can guide us to an equitable and inclusive future. We believe that art can change us, and it's our responsibility to hold a space where challenge, acceptance, hope, and beauty can coincide.

MOCAD opened to the public in 2006. It is operated by a staff of roughly 25 employees who work to deliver two to three exhibition and programming seasons per year in both MOCAD's main building and Mike Kelley's Mobile Homestead. MOCAD is an Equal Opportunity Employer.

About the Role

The Operations Coordinator will work closely with the Operations Manager to create financial transactions and through accounting journals and software from source documents as invoices to customers, cash receipts, and supplier invoices. This role will support the human resources team and perform administrative tasks as needed for the organization.

Classification

Status: Part-time, Non-exempt.

Compensation Range

\$25-27 hourly, up to 25 hours per week.

Schedule

Tuesday - Thursday, 9:30am-5:30pm. This is an in-office role with the opportunity for a recurring once a week, work from home day.

Key MOCAD Relationships

MUSEUM OF CONTEMPORARY ART DETROIT
4454 Woodward Ave Detroit MI, 48201
313 832 6622 phone

www.mocadetroit.org



Direct Report: Chief Operating Officer and Operations Manager

Direct Relationships: Human Resources Generalist and Executive Coordinator

Role Responsibilities:

Administrative + Operations

- Sort incoming mail;
- Maintain office supply inventory;
- Assist with maintaining order of MOCAD's electronic files and internal Google Calendar;
- Monitor and maintain internal museum calendars for special events, exhibitions, staff, and more
- Assist with the coordination of the maintenance of MCOAD's information systems, including technology and phone networks;
- Maintain internal password database
- Assist with computer/technology inventory and staff check out, maintain all records for internal use and audit
- Assist staff with troubleshooting tech issues as they arise
- File financial, operations, and human resources paperwork.

Finance

- Process cash receipts: post payments by recording cash, checks, and credit card transactions into Quickbooks;
- Create event classes in Quickbooks;
- Analyze incoming financial documents for accuracy;
- Process and record purchase requests, check requests + petty cash disbursements, and distribute checks;
- Enter checks into the bank account for fraud protection
- Process café, store, and membership sales: count and reconcile cash drops, enter credit card transactions, and deposit cash into safe;
- Create and maintain simple financial reports;
- Create and issue invoices to customers, including facility rental clients, and review past due invoices and follow up on collections;

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- Calculate monthly sales tax;
- Assist in budget preparation and maintaining department, programming, and exhibition budgets;
- Process payroll and submit to Operations Manager for transmittal;
- Reconcile company credit card statements;
- Assist in the annual audit preparation;
- Handle cash management and ticketing at special events and fundraisers, if necessary;
- Maintain financial files;
- Other departmental duties as assigned.

Human Resources

- Assist with new hire orientation; create new hire packet and collect paperwork, set up alarm; system/keys, update staff contact lists and mailboxes;
- Assist in submitting enrollment paperwork;
- Take the lead in recognizing staff birthdays, and coordinate staff hospitality during special events (ordering staff meals, etc.)
- Act as a point person for ensuring that internal staff events occur regularly (team building activities, annual staff holiday party, etc.)

Qualifications

- Associate's Degree in business, accounting, or finance or an equivalent combination of education and experience, with at least three years in office management or accounting experience;
- Advanced proficiency in Quickbooks;
- Self-motivated individual with excellent planning and organizational skills, and creative approaches to problem solving;
- Demonstrated ability to maintain accuracy and attention to detail, particularly in data entry;
- Ability to maintain confidentiality and discretion.

Desired Skills and Experience

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- Non-profit experience preferred;
- Excellent written and oral communication skills, including consistent attention to grammar and punctuation;
- Experience handling a wide range of administrative and support-related tasks and exceptional organizational skills;
- Ability to work in a collaborative environment;
- Interest in contemporary art is a plus;
- Familiarity with Apple OSX, MS Office Suite, Adobe Acrobat, and Google Suite, and calendar applications;
- Reliable transportation.

To apply for this role, please email your resume and cover letter as a PDF to jobs@mocadetroit.org. Unfortunately, we are unable to respond to inquiries about hiring or this position.