



Job Posting: Operations Coordinator (12-15 month maternity leave cover)

Full Time (35 hours per week, Tuesday-Saturday, may involve some evenings)

Rate of pay: \$41,000-\$42,900 (includes a wellness enhancement benefit, paid permit parking, and professional development)

Application deadline: January 31, 2024

Start date: March 19, 2024

About OMAH:

The Orillia Museum of Art & History (OMAH) is the steward of the community's art, history and culture by being actively engaged in the community and responsive to its needs. The museum creates exhibits and programs that will inspire the community to explore, experience and engage with art, local history and culture, as well as support Orillia and area's growing arts and cultural community by providing facilities for workshops, education, and professional development. OMAH's mission is to provide inclusive space to engage community, inspire creativity and celebrate culture, by exploring art and history.

Purpose of Position:

Reporting to the Executive Director (ED) and supported by volunteers and interns, the Operations Coordinator is responsible for ensuring the efficient and effective operation of the administrative functions of the museum as well as providing administrative support to the ED and/or staff, as directed by the ED. The position works collaboratively with the ED, other staff members, volunteers and committees to support OMAH's strategic plan and achieve desired outcomes.

Requirements:

Knowledge, skills, experience and education consistent with the requirement to:

- implement efficient office, database and records (paper and electronic) management system procedures and ensuring all final copies of documents are saved and easily accessible on the server
- utilize and maintain OMAH's Records Management Systems (RMS), Veeva and Shopify, effectively and efficiently to support programming, development, marketing and communications, and sales

- Provide a warm welcome and knowledgeable reception service (by phone, in person, and email) to ensure an excellent experience for all visitors and ensuring that all communication is supportive of and consistent with OMAH's mission and vision
- Maintain and organize visitor experiences areas (Peter Street and Courtyard entrance areas), including but not limited to promotional materials, gift shop merchandise, signage, and instructional notes for volunteers and interns
- Convey up-to-date knowledge of all exhibitions, events and programs to museum visitors, members, and volunteers
- Contribute to and manage communications (creating graphic and written content, maintaining mailing list, scheduling mailings, web and social media design and maintenance, tracking OMAH in the media)
- On occasion, manage and/or lead a short-term special project (no more than two per year) as directed by ED and identified in the annual operating plan
- Contribute to respectful and courteous interpersonal relationships with volunteers, visitors, members, and co-workers
- Be able to project manage and multi-task to complete tasks on time and on budget

The Orillia Museum of Art & History (OMAH) is an equal opportunity employer and encourages applications from qualified candidates from visible minority groups, women, Indigenous persons, persons with disabilities, persons across the spectrum of gender identities, and others with the skills and knowledge to productively engage with diverse communities. Should you require accommodation during the interview process, please let us know so we can accommodate your needs.

To apply please forward your cover letter and resume to executivedirector@orilliamuseum.org in a single PDF document. Please note that we will only reply to candidates selected for consideration and interview.

This is a full-time, temporary role to cover maternity leave for approximately 12-15 months (anticipated duration March 2024 to May 2025).