

Position Title: **Manager**
Reports to: **Executive Director**
Time Type: **Full Time**
Duration Type: **Regular**
Work Location: **Yerevan, Armenia**
Worksite Address: **3 Abovyan Street, Yerevan**

Armenia Art Foundation is an independent non-profit organization aiming to support the development of contemporary art in Armenia. The mission of Foundation is to support professionals working in Armenia in the field of contemporary art, and to unlock their creative potential both in the country and abroad. The Foundation supports artists by providing financial support for art projects while initiating new artistic and educational projects in Armenia which involve local and international artists, curators and theorists.

Armenia Art Foundation is seeking dedicated and capable operations Manager to perform administrative duties in a dynamic art institution, to assist and support Executive Director and Curator.

To apply, please send us your CV and a covering letter explaining how you meet the person specification and why you would be a right for this job.

Essential Responsibilities

1. Serves as a representative of Foundation communicating the tone of Foundation, provides information, materials, and responds to staff, partners and public inquiries.
2. Manages all aspects of Foundation's day-to-day work including paperwork process related to Foundation's programs and activities (tracking agreements, reports, invoices, requests).
3. Manages the programs of Foundation in Armenia and abroad, including but not limited to: assisting curator in research, developing and realizing projects, developing the library of Foundation, preparing and implementing public events, presentations and publications.
4. Assists with Outgoing Funding program; organize open call process, support the documentation, manage related records, generate correspondence, billing and reports.
5. Prepares and monitors budgets, and financial materials related to particular activity.
6. Maintains calendars, schedules meetings, answers phone calls, drafts correspondence, maintains filing system, and opens and sorts mails, bringing up issues and questions of coverage to Executive Director and Curator.
7. Hires and oversees volunteers, develops their schedules, assesses coverage and organizes assignment of projects or tasks.

8. Manages Website updates and development.
9. Prepares materials for presentations, meetings and special projects.
10. Assists with data management in Foundation database.
11. Performs other specific tasks in accordance with the needs of Foundation.

Required Education and Experience: One year of related work experience in the same job family and a Bachelor's degree in a related field; or an equivalent combination of experience and education.

Required Skills and Abilities

A proven ability to be flexible and thrive in a high-stress creative environment with frequent deadlines, multiple tasks and high-performance expectations

Ability to be a team player in an active and diverse office environment and to communicate with Foundation staff and public in a professional manner, developing and sustaining partnerships with a variety of internal and external stakeholders

Demonstrated ability to be neat, accurate, and organized, ability to manage an extremely busy office

Ability to manage time and complete projects in a timely manner with a strong attention to detail

Considerable experience in administering program budgets, establishing budget priorities, and achieving planned results

Proven track record of discretion when handling confidential legal and financial information

Superior written and verbal communication skills in Armenian, Russian and English, interpersonal and conflict resolution skills

Computer proficiency with database and spreadsheet skills, including: Microsoft office, Photoshop, and web-site editing (wordpress)

A good knowledge of contemporary artistic practices and experience of working with artists is preferred.