

Peters Valley Craft Center Operations Director Position

Peters Valley Craft Center is located in the Delaware Water Gap National Recreation Area near Layton, NJ (60 miles northwest of NYC). Throughout the Summer Peters Valley provides workshops in all craft media serving beginners and advanced students. Fall through Spring the center hosts artist residencies allowing them the time, space and equipment to concentrate on their work. The center has also recently initiated programs for youth. The store and gallery are open year round and feature fine crafts and art items from over 300 artists. www.petersvalley.org .

DESCRIPTION: Peters Valley Craft Center is seeking a detail oriented Operations Director to manage the day to day operations of the Craft Center. This is a new position created to free the Executive Director to concentrate on fundraising and development of new programs. The position reports directly to the Executive Director.

The Operations Director will be responsible for overseeing the office staff (3-4 people) and all office systems (including donor and mailing databases, computer and telephone networks, and other equipment). The Operations Director will also have responsibility for managing the center's finances, approve purchase orders, oversee employee reimbursements and will serve as the primary interface with an outside bookkeeper.

He/she will work with the E.D. managing the educational programs, including the newly created youth programs. The Operations Manager will directly manage the maintenance and housekeeping staffs, as well as the seasonal summer kitchen staff and other seasonal staff including work-exchange students, assistants and volunteers. The Operations Director will oversee routine maintenance, enact seasonal transitions and emergency repairs, as well as administer the facilities budget.

This is a full-time, year round, salaried position with health benefits, voluntary retirement plan, and paid vacation. The position includes a house and on-site residency is a condition of employment. This position requires working nights/weekends as necessary, particularly in the summer months.

QUALIFICATIONS:

The ideal candidate should have a minimum of 10 years managerial experience, display strong organizational, detail oriented, and multi-tasking skills, excellent written and verbal communication skills. He/she should have the ability to interact in a professional manner with artists, students, board members volunteers, and vendors effectively. Thorough working knowledge of Quick Books and all Microsoft Office applications is required. The successful candidate will demonstrate the ability to work both individually and as a team member with drive and enthusiasm. Bachelors degree or commensurate experience required.

APPLY: The intended start date of the position is October 1, 2007, but will remain open until an appropriate candidate is identified. For consideration, materials should be received no later than September 15, 2007. Please submit cover letter with salary requirements, resume, and references to pv@warwick.net or by mail to: Peters Valley Craft Center 19 Kuhn Rd, Layton NJ 07851.