JOB TITLE: Studio & Operations Manager
REPORTS TO: Executive Director
LOCATION: Berkeley, CA

ABOUT JEWISH STUDIO PROJECT
Jewish Studio Project activates creativity to make life more meaningful, Judaism more vibrant and the world more just. JSP is a new model of learning and connection - at once an urban art studio, house of Jewish learning, and spiritual community. JSP’s work activates the creative potential in each person and utilizes practices from the field of art therapy and Jewish learning to build tools for expanding empathy and deepening Jewish belonging. Through immersive experiences, trainings, professional development engagements and thought leadership, JSP has become a leading resource for creative learning and spiritual engagement across the country. JSP is a fast-moving nonprofit entering its fifth year and at a time of significant organizational growth.

JOB DESCRIPTION
JSP is seeking a full-time Studio & Operations Manager to build out and manage our operating and administrative processes and oversee our creative arts studio. The Studio & Operations Manager will be responsible for developing and maintaining operational systems to keep JSP organized, efficient and scalable as we grow. In addition to leading on the administrative, operational, and studio components of JSP, the Studio & Operations Manager will interface with most of JSP’s functions and workstreams, including marketing, programming and fundraising.

ABOUT YOU
- You are a self starter who is curious and excited to always be learning.
- Being detail-oriented isn’t just a sound bite for you, it’s one of your strongest qualities. This job requires superhuman organization skills. Friends ask you for advice when they are trying to get organized.
- You are savvy with technology. Experience/proficiency with Salesforce and Quickbooks preferred. You learn new technologies quickly and are able to teach others how to use them.
- You have excellent communication skills and email etiquette. You have experience working in a fast-paced environment that required you to be a clear and powerful
communicator.

- No task is beneath you. You are open to doing whatever it takes to help the organization accomplish its goals.
- You are able to work as part of a team and also stay motivated while working independently.
- Your ability to juggle multiple workstreams with optimism, enthusiasm and a rigorous attention to detail will create a lasting impact on our organization, communities and partners.

**JOB RESPONSIBILITIES**

**Administrative/Internal Operations:**
- Bookkeeping: You will manage our bookkeeping processes through Quickbooks.
- Human Resources: You will be the go-to team member for HR related workstreams including benefits and onboarding.
- Contracts/Proposals: You will manage our Salesforce & Docusign systems to execute JSP’s proposal process.
- You will look for ways that JSP can be more efficient and train the team in new implementations.

**Studio Space/Program Support:**
- Manage JSP’s Studio space by making sure it is organized and stocked with materials and supplies.
- Manage JSP’s online registration system for programs and events and keep website calendar up to date.
- Support program team and educators by making sure materials are ready to go for upcoming programs and travel.

**Development Operations:**
- You will use Salesforce to keep data current, high quality and organized.
- You will help to prepare the Studio and documents for board, donor and partner meetings.
Executive Assistance:

- Support Executive Director on special projects including strategic planning and special events.

Salary and Benefits

- The salary range for the Studio & Operations Manager position is $42K - $48K commensurate with experience
- Health, vision and dental benefits
- Generous vacation
- The Studio! We encourage you to use the space, supplies and resources to explore your creativity and discover new things about yourself
- Leadership and growth: as an essential member of our small but growing team, you will have plentiful leadership opportunities and the support of colleagues invested in your growth and development

Please submit resume and cover letter to info@jewishstudioproject.org. Applications will be reviewed on a rolling basis.

Jewish Studio Project supports workplace diversity and does not discriminate on the basis of race, color, religion, gender identity or expression, national origin, age, military service eligibility, veteran status, sexual orientation, marital status, physical or mental disability, or any other protected class. Women, LGBTQ folks and people of color are strongly encouraged to apply.