



## **Oklahoma Arts Institute Office Manager & Board Liaison**

**Location:** Oklahoma City, OK

**Salary Range:** \$42,000–\$50,000 (commensurate with experience)

**Schedule:** Full-time, Tuesday–Friday, 9:00 a.m.–5:00 p.m. (four-day work week as the year-round norm). During program periods in June and October at Quartz Mountain State Park (and occasionally at other times) the role requires flexibility for evening, weekend, or Monday work.

### **About the Role:**

The Oklahoma Arts Institute (OAI) is seeking a resourceful and collaborative **Office Manager & Board Liaison** to keep our Oklahoma City office running smoothly. While the daily operations are steady and manageable, this role is also a valued contributor to OAI's mission, providing essential support in governance, communications, and development, and assisting across the organization as needed. The Office Manager offers an excellent opportunity to gain (or apply) broad nonprofit experience, from donor stewardship and board governance to program logistics and community outreach. The role is steady-paced most of the year, with increased activity during our signature Summer and Fall Arts Institutes, when this position works on-site at Quartz Mountain State Park in southwest Oklahoma.

### **Key Responsibilities:**

- Handle **daily office operations**, including phones, mail, email, supplies, and vendor coordination.
- Support **finance processes**: check logging, deposits, and bill payment.
- Assist with **board governance**: draft meeting minutes, coordinate quarterly board meetings and periodic committee meetings, and provide clerical support.
- Provide **administrative assistance** to the President & CEO, including communications, staff meeting agendas, organizational calendars, and special projects as assigned.
- Support **Institute programs** (June & October) on-site at Quartz Mountain State Park, including logistics, merchandise sales with seasonal staff, and program materials.
- Lead donor acknowledgment process and contribute to **development efforts**, including grant templates, research, and reporting.
- Support **communications** such as social media, newsletters, and the website; engage alumni, volunteers, students, and educators; and assist with special projects including art exhibitions and cultivation events.

**Qualifications:**

- High school diploma or equivalent required; associate's or bachelor's degree preferred.
- 1-2 years of administrative, office management, or other relevant experience preferred (nonprofit experience a plus).
- Strong organizational, communication, and multitasking skills.
- Proficiency with Microsoft Office; familiarity with QuickBooks, Raiser's Edge, or similar CRM systems or bill-pay software a plus.
- Proactive, collaborative, and detail-oriented; interest in the arts a plus.

**Other Requirements:**

- **Travel is required**, including up to three weeks in June for the Summer Arts Institute and multiple weekends in October at Quartz Mountain State Park, with occasional other regional travel for Preview Days and events throughout the year.
- Must hold a valid driver's license and be able to lift up to 30 pounds.
- Build relationships with warmth and professionalism across a diverse range of constituents, from students and parents to board members, faculty, donors, and state officials.

**Benefits:**

OAI currently pays 100% of employee health, dental, vision, and life insurance premiums and makes an annual contribution to employee SEP-IRA retirement accounts. OAI also offers Flexible Spending Account (FSA) and Health Spending Account (HSA) options to facilitate the use of pre-tax dollars for medical and childcare expenses.

**About the Oklahoma Arts Institute:**

With its headquarters in Oklahoma City, the Oklahoma Arts Institute is a private, non-profit organization with a vision to cultivate established and emerging artists and educators through arts workshops, immersion, and awareness. Since 1977, the Oklahoma Arts Institute has recruited nationally renowned artists to teach a fine arts program for talented Oklahoma youth and a series of continuing education workshops for adults. Institute programs are held at the Quartz Mountain State Park and Lodge in southwest Oklahoma.

**Statement of Non-Discrimination:**

OAI is committed to maintaining employment, recruitment, hiring, and educational settings that are culturally, racially and ethnically non-discriminatory and all-inclusive. OAI does not discriminate, or permit discrimination, against any person employed by, applying for, attending or associated with OAI's programs based on the person's race, color, age, religion, political beliefs, national origin, disability, familial status, sex, sexual orientation, gender identity, or gender expression.

**Send Cover Letter and Résumé by October 17, 2025 to [oai@oaiquartz.org](mailto:oai@oaiquartz.org)** with the email subject line: Office Manager & Board Liaison – [Your Name].