



Oklahoma Arts Institute Office & Operations Assistant

Location: Oklahoma City, OK

Salary Range: \$40,000–\$45,000 (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, organized, and collaborative **Office & Operations Assistant** to coordinate the day-to-day administrative and operational needs of the organization. This role serves as an important partner across OAI, managing office operations while assisting with programs, finance, board administration, development, communications, and special projects.

The position also plays a hands-on role in preparing for and supporting OAI's programs and events, including materials, logistics, volunteers, and post-program reporting. While the role follows a relatively consistent rhythm throughout much of the year, activity increases surrounding our signature Summer and Fall Arts Institutes. During these programs, the position works on-site at Quartz Mountain State Park in southwest Oklahoma.

Key Responsibilities:

- Manage **daily office operations**, including office communications, supplies, vendor relationships, and administrative systems; identify operational needs, resolve routine issues, and recommend improvements to organizational processes.
- Coordinate **finance processes**, including check logging, deposits, and bill payment. monitor timelines and outstanding obligations, resolve routine discrepancies, and work with finance leadership to ensure accurate and timely processing.
- Coordinate **board administration and logistics**, including drafting meeting minutes, scheduling quarterly board and periodic committee meetings, maintaining official records, tracking follow-up items, and proactively identifying upcoming governance deadlines and administrative needs.
- Provide **executive and organizational support** to the President & CEO, including managing organizational calendars, preparing correspondence and meeting materials, coordinating staff meeting agendas and follow-up, and independently managing special projects as assigned.
- Coordinate **operational planning** and execution for Institute programs and events, including developing timelines and workflows, coordinating materials, logistics,

merchandise sales, volunteers, registration and other operational needs; anticipate and troubleshoot logistical issues and recommend improvements for future programs. This position works on-site at Quartz Mountain State Park during June and October programs.

- Coordinate **post-program evaluation** and continuous improvement processes, including administering surveys, compiling and analyzing attendance and participation data, synthesizing participant feedback, identifying operational trends and opportunities, and maintaining recommendations and action items for future program cycles.
- Assist with **development efforts**, including acknowledgement letters, gift processing, and donor events.
- Support **organizational communications**, including social media, newsletters, and website updates.

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 Friday, September 25 to oai@oaiquartz.org with the email subject line: Office & Operations Assistant – [Your Name].