

Operations Manager Job Description

Position: Operations Manager
Supervisor: Chief of Staff
Type: Full-time; exempt
Salary Range: \$50-55,000/year

Organization Overview

Revolutionary Spaces is a new arts & culture organization on Boston's Freedom Trail, formed in January 2020 by the merger of the Bostonian Society and Old South Association. Through partnerships, theater and arts, exhibits, and other cultural activities, Revolutionary Spaces brings people together to explore the history and continue the work of democracy that was started in part in the two historic sites and museums we care for – Old South Meeting House and the Old State House, located two blocks from each other in the heart of downtown Boston.

Revolutionary Spaces is an equal opportunity employer. We value inclusion, relevance, boldness of thought, and engagement in our work.

About the Position

The Operations Manager is a new position within Revolutionary Spaces' Administration department. This role will work across departments to ensure the efficiency of day-to-day operations, including finance activities, IT and technology infrastructure, and more.

KEY RESPONSIBILITIES

- **Day-to-Day Operations**
 - Work with the Chief of Staff to ensure efficiencies across the organization
 - Support office management, including ordering office supplies, answering telephones, scheduling and coordinating logistics for business meetings and lunches, and more
 - Collect and sort mail at least twice weekly
- **Finance/Accounting Support**
 - Serve as in-house point-of-contact with outsourced Finance firm
 - Manage internal finance processes and expectations
 - Conduct biweekly payroll process with Chief of Staff
 - Conduct monthly credit card reconciliation through [PEX](#)



Revolutionary Spaces

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TEL 617.720.1713

310 Washington Street
Boston, MA 02108

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- Assist with virtual Accounts Payable process through Bill.com
- Assist with reconciliation of Development, Museum Experience, and Commercial Operations revenue
- Assist with monthly journal entries in Xero to accrue and allocate expenses by department
- Assist with tracking of restricted funding streams
- Assist with making bank deposits
- Provide support for the annual audit and annual budget process
- **IT/Technology Management**
 - Serve as point-of-contact for staff for any technology issues, both on-site and remote
 - Troubleshoot basic IT issues, including internet connectivity, software problems, etc.
 - Work closely with the Visitor Experience and Retail departments to ensure any technology problems are addressed as quickly as possible
 - Conduct periodic audit of technology infrastructure to ensure the organization's resources are maximized
 - Manage relationship with an outsourced IT firm as needed

QUALIFICATIONS & SKILLS

- 3+ years of finance, accounting, business management, or IT experience; nonprofit experience is a plus
- Some training or education in accounting, business management, and/or IT management
- Experience with any of the above-mentioned software platforms is a plus, but not required
- Knowledge of and/or experience with nonprofit finance and accounting best practices is a plus, but not required
- Extreme comfort troubleshooting IT issues and making technology recommendations to senior staff
- Excellent time and email management, attention to detail, and ability to manage multiple tasks/priorities
- High level of discretion and maturity
- Comfortable working both remotely and on-site



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- Ability to thrive and learn in our entrepreneurial environment while bringing an enthusiastic, collaborative approach to your work

Physical Requirements:

This position will be mainly on-site, with the option for some remote work. When on-site, the work of this position takes place both in a regular office environment and at historic sites. Some staff offices are located on the third floor of a 300 year old historic building without an elevator. Candidate should be able to carry supplies up and down stairs. Reasonable accommodations can be made for the right candidate.

Benefits

Generous PTO and office holiday schedule; professional development; and free admission to many local museums. Full-time employees are also eligible for Health insurance; Life, AD&D, and Long-Term Disability insurance; and FSA Medical & Dependent care accounts.

To apply, please email your resume and brief cover letter to HR@RevolutionarySpaces.org with “Operations Manager” in the subject line.