



Position Description: Office Manager

About GreenHill:

GreenHill, located in downtown Greensboro, is a nonprofit visual art center with the vital mission to support and advocate for the art and artists of North Carolina. At GreenHill, professional artists have meaningful opportunities throughout their careers to participate in a wide range of exhibitions. Artists receive economic support through the sale of their art in GreenHill's renowned galleries. Novice artists, from toddlers and young students to life-long learners, can stretch their creative muscles through GreenHill's studio-based educational programs. Serving over 1 million visitors since 1974, GreenHill Center for North Carolina Art is a vibrant, cultural cornerstone in the state's creative community.

Position Summary:

Reporting to the Executive Director, the Office Manager ensures that all operational functions of GreenHill are carefully managed and run smoothly. This is a part-time role (approx. 20 hrs. per week).

Key Responsibilities:

- Promote memberships and encourage patrons to join GreenHill and complete appropriate information when securing memberships
- Manage, track and fulfill incoming donation requests
- Office calendar management
- General correspondence, bulk mailings and database entry
- Complete special projects and administrative tasks assigned, as needed
- Work special events, such as exhibition openings or receptions
- Make sales in the shop and gallery when the Shop Manager or other staff is unavailable
- Coordinate IT, office equipment and telephone support requests with provider
- Manage office products and art supplies
- Make deposits at bank, maintain all deposit receipts with deposit records
- Manage custodial staff
- Coordinate new hire onboarding

Experience, Expertise and Cultural Fit:

- Prior experience as Office Manager or Executive Assistant strongly preferred
- Proficient with Microsoft Office Suite, including Outlook
- Strong communication skills
- Collaborative and team oriented
- Flexible and adapt to change
- High energy and passion