Job Title: Technology, Data, and Operations Assistant Manager

Reports to: Deputy Director & CEO

The Technology, Data, and Operations Assistant Manager supports agency-wide technology, information systems, and data infrastructure solutions, office management and operations, and digital or web-based content projects (75%) for the Art and Humanities Council of Montgomery County. The position also provides administrative and special project support to the Senior Leadership Team consisting of the CEO, Deputy Director, and Director of Grants (25%).

This position is full-time: 40 hours per week. AHCMC is a hybrid organization; staff normally work in-office two days per week and virtually three days per week. Occasional evening hours are required.

Responsibilities Include:

Technology, Data, and Information Systems
- Support the research, development, and implementation of a new enterprise database for AHCMC with the Deputy Director
- Compile research and recommendations for technology/information systems policies and procedures
- Complete Tableau training and utilize the software for reporting and enterprise database development
- Coordinate the collection, cleaning, and importing of agency records and data to the new database
- Support staff implementation and training for new software and technology solutions
- Liaise with Tech Impact and other information systems and technology vendors with Deputy Director
- Clean, organize, and archive AHCMC's SharePoint site in conjunction with all staff
- Support the Deputy Director in managing physical technology, computers, and information systems devices such as laptops, printers, and network infrastructure devices
- Provide technology support to staff as needed in conjunction with the contracted Tech Impact Helpdesk
- Support AHCMC's implementation of and experimentation with project management software

Operations
- Provide administrative, scheduling, and project support to senior leadership team
- Manage advocacy calendar and coordinate elected official meetings schedule for CEO
- Coordinate production and logistics for agency-wide events
- Manage office supply inventory and ordering
- Support online and in-person office systems and protocols with the Senior Leadership Team

Website and Digital Content
- Support website and social media analytics, data collection, and reporting for the Marketing and Communications Team
- Update assets and content on creativemoco.com and CultureSpotMC.com via WordPress CRM
  - Assist in keeping homepage fresh: find, edit, and implement new images and assets
  - Check CultureSpotMC site quarterly for needed updates and refreshed content
  - Build and update web pages, forms, and online content as needed
  - Build job offerings, grant opportunities, and artist calls in CultureSpotMC Classifieds
- Research content for AHCMC's monthly newsletters
- Support photo retouching, video editing, and graphic design when possible (as skills allow)

Required Skills and Qualities:

- 2 years of previous work or internship experience in an office environment
- BA Degree or equivalent experience
- An interest in developing, maintaining, and implementing technology and data management solutions
- Detail oriented, process driven individual who enjoys creating and maintaining systems and structures
- Proficiency in and experience with Windows, Office 365, MacOS and cloud-based systems and software
- Basic understanding of relational databases and enterprise technology products and software
- Experience with WordPress or other website CRMs
- Self-starter with close attention to detail and excellent time management skills
- An active sense of humor and a knack for creative problem solving
- Ability to work and meet deadlines in a fast-paced collaborative environment (virtually and in-person)
- Desire to work for an equity-first, antiracist, LGBTQ+ ally organization focused on community impact through the arts and humanities

Desired Skills and Qualities (not required):

- Enterprise database use, management, or development (Salesforce experience a plus)
- Experience with google analytics, social media analytics, and/or data-based reporting
- Basic graphic design and/or video editing and production (Canva, Inshot, or Creative Suite a plus)
- Experience using MailChimp or other email CRMs
- Experience using project management or productivity software (Asana experience a plus)
- Corporate events management/support or arts-related production management/support
- Previous work with nonprofit arts and humanities organizations or practitioners

Annual Salary and Benefits: $46,000 - $54,000 – *Commensurate with Experience.* Benefits package includes: paid vacation, sick leave, health insurance, 403(b) plan, parking allowance, and professional development budget. No relocation allowance. The position is open until filled. The expected start date is Jan 8, 2023.

To Apply: Send a cover letter detailing experience, resume and contact information for three professional references to HR@creativemoco.com with subject line, "Assistant Manager of Operations, Technology, and Digital Communications ". *No phone calls, please!*

ABOUT ARTS AND HUMANITIES COUNCIL OF MONTGOMERY COUNTY

The arts and humanities in Montgomery County, Maryland, are vibrant and vital to the well-being of our community. Since 1976, the Arts and Humanities Council of Montgomery County (AHCMC) has been the county's designated local arts agency, committed to providing non-profit organizations, artists and scholars with the resources they need to continually bring quality arts and humanities to this community. AHCMC's vision is to provide leadership that sustains arts and humanities organizations, artists and scholars and inspires participation in our County's rich cultural assets. In addition to distributing over $5 million in grants each year to organizations and individuals, AHCMC provides marketing resources and opportunities to the arts and humanities community in Montgomery County.

OFFICE LOCATION: 801 Ellsworth Drive, Silver Spring, MD 20910 | WEBSITE: https://www.creativemoco.com/