



### **OPERATIONS MANAGER-ON-DUTY (Full-Time)**

At the Dixon Gallery and Gardens, every guest experience begins with a space that is welcoming, functional, and thoughtfully maintained. As an **Operations Manager** on our team, you'll play a vital role in ensuring that our historic property is set up for success, whether it's for a serene garden walk, a major art exhibition, or a lively community event. This hands-on position is perfect for someone who enjoys problem-solving, staying organized, and working as part of a mission-driven team that supports the arts, education, and nature every single day. This position assists in making every visit to the Dixon seamless and memorable.

#### **Hours:**

Full-time, up to 40 hours per week. Must be available to work weekends. Must be able to work holidays as needed. This position requires flexible availability (both AM and PM) and can involve late hours depending on event calendar.

#### **Position Description for Operations Manager**

##### **Responsibilities include, but are not limited to:**

- Assists the Facilities Supervisor, Director of Operations, Venue Rental Coordinator, and other Operations staff with the successful execution of both in-house events as well as rented venue usage (i.e., weddings, nonprofit retreats/meetings, company holiday parties, etc.)
- Helps organize security staffing and training for events hosted on property, including directly training guards and coordinating staff positions
- Assists with set-up and break-down of events hosted on property, including moving tables and chairs, cleaning event space, cleaning facilities, etc.
- Assures event areas are properly stocked with necessary supplies ahead of scheduled events.
- Responsible for opening and closing duties across the property as scheduled
- Acts as additional security personnel for the galleries and gardens, as needed
- Helps assists visitors to the Dixon with directions, accessibility concerns, and general customer service responsibilities

- Coordinates parking for large events and high-traffic seasons
- Performs miscellaneous duties and responsibilities as assigned by the Director of Operations
- Must be able to walk continuously throughout shift as required; must be able to lift 25lbs; must be able to perform occasional moderately demanding physical tasks (i.e., event set-up and break-down)
- Must be willing and able to work nights, weekends, and holidays as required
- Must possess some technological proficiency (i.e., Microsoft Office/Outlook, Internet savvy, printing/scanning/copying, etc.); ability to use email, virtual meeting platforms (e.g., Zoom, Teams), and shared calendar;
- Basic data entry and record-keeping accuracy.
- Willingness and ability to quickly learn new systems or applications used in daily operations.
- Basic understanding of digital privacy and secure handling of sensitive information.
- Reports to the Director of Operations

### **Qualifications**

- Schedule flexibility
- Prior experience in security/event management preferable
- Excellent written and verbal communication skills; possesses a willingness to learn
- Able to prioritize workloads; possesses good time management skills
- Able to handle and resolve conflict with minimum disruption
- Strong interpersonal skills when interfacing with the public
- Capable of meeting physical demands of the position: walking, standing, moving, lifting and carrying up to 25lbs
- Strong organizational skills and attention to detail
- Must have reliable transportation
- Team player and able to collaborate effectively within Operations department and across other various departments, bringing a positive and personable approach to all interactions.

Please send resume and cover letter to Gail Hopper, CFO/Chief of Staff [ghopper@dixon.org](mailto:ghopper@dixon.org) no later than January 26<sup>th</sup>, 2026.