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Chicago, IL 60601

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[law-arts.org](http://law-arts.org)

## **Announcement of Available Employment**

- Position:** Operations Manager
- Base Salary:** Starting at \$55,000 or higher, depending on experience
- Benefits:** Two weeks vacation, PTO, negotiable contribution to health insurance
- Application Deadline:** Until filled
- Apply to:** [jobopening@law-arts.org](mailto:jobopening@law-arts.org)

*We seek to hire an energetic, detail-oriented person who thrives on being at the center of things, appreciates LCA's arts-related mission, and enjoys a work environment that rewards initiative. We typically make adjustments to compensation based on performance above and beyond the basics. The position has historically been a rewarding one, with both professional and financial advancement opportunities.*

### **Our Organization**

Now starting our 51<sup>st</sup> year of continuous service, LCA provides legal assistance and educational programs to artists and arts organizations financially unable to retain legal counsel. Over one thousand lawyers at many of the largest, as well as many small and mid-sized, law firms accept referrals from LCA for pro bono legal representation. We receive and process 800+ applications for legal assistance every year, and we provide educational programs on a broad range of corporate, non-profit, and specialized Arts Law topics to 3,000+ artists and arts managers every year.

LCA operates with a staff of three full-time and one part-time employee. The full-time positions are: Executive Director, Associate Director of Legal Services (with primary responsibility for the intake/referral program), and Associate Director of Programs (with primary responsibility over educational programs). Our part-time position, Community Education Coordinator, leads our

efforts to connect LCA with community and arts organizations primarily in the south and west sides of Chicago.

The majority of our clients are low-income artists of color and small to mid-sized arts organizations. Our clients come from all fields of the arts – music, dance, film and photography, literary, visual arts, theater, and arts education, to name a few. We also assist clients in activities regarded as at the fringes of the arts, such as architecture, design, and fashion. More information is available on our [website](#).

### **Description of Operations Manager Position**

The Operations Manager plays a role in virtually everything LCA does. The position is principally responsible for basic office management functions -- financial accounting, contact with vendors, support and updating of IT, and all office space-related matters. In addition, and as we are a small office producing a large range of programs and services, the Operations Manager is involved in one way or another in the delivery of all our services and programs, including our Legal Services intake and referral program, our LawSmarts educational programs, social media presence, fundraising and board related communications.

Historically, the person holding the Operations Manager position has assisted LCA in becoming better, more efficient, and more responsive to our clients, financial supporters, board members and others. The work is rewarding both professionally and financially, as we make every effort to match compensation to performance and especially initiative and development.

We break down the job's requirements as follows:

#### **Basic Office Management Functions:**

- Keeps financial books and records, and generates monthly financial reconciliation for Board Treasurer;
- Works with CPA/auditor to prepare annual financial statements and tax returns;
- Primary point person for office IT and all software acquisition, maintenance and upgrades;
- Assists with all major and minor events and educational programs by: tracking donations, assisting with fundraising initiatives, soliciting raffle items, managing event logistics, collaborating with a designer to create a large magazine-style program book for annual fundraising benefit;
- Supports educational and fundraising programs by overseeing program marketing, registration process, and distribution of materials;
- Assists members of the Associate Board in program development;
- Tracks trends in key metrics such as client demographics, numbers and timing of intake and referrals for Legal Referral Service and other programs.

## **Additional Functions**

- Development of branding and graphic designs for marketing educational and other programs;
- Maintain and expand LCA's social media presence by creating content, monitoring feedback, and coordinating with the staff and boards to develop new social media campaigns;
- Work with public relations and marketing vendors to help LCA publicize and deliver new programs that expand LCA's presence in key geographical areas and new areas of legal assistance to the arts community;
- Improvement of website appearance and functionality;
- Improvement of recent LCA adoption of Salesforce to further integrate operations and various other platforms used by LCA.

## **Experience and Proficiency**

- Microsoft Office Suite 365; intermediate level of proficiency in Excel;
- QuickBooks;
- CRM experience, Salesforce preferred;
- Payment platforms such as Paypal and Stripe;
- Basic familiarity with Adobe Creative Suite programs (Illustrator and InDesign primarily) is a plus;
- Basic computer and IT systems competency;
- Prior law office experience a plus, but not required.
- Education: Bachelor's degree or beyond required.

## **Compensation**

Base salary is \$55,000 with the potential for increases based on proficiencies beyond Basic Office Management functions. We have a strong record of rewarding performance with salary adjustments and bonuses. LCA does not currently offer health benefits, because our numbers of employees desiring health insurance through LCA do not meet the minimal thresholds. New hires may enable us to meet that threshold and offer health insurance at TBD levels. Vacation and PTO are consistent with standards applicable to similar positions.

## **How to Apply**

Submit a confidential resume and cover letter to [jobopening@law-arts.org](mailto:jobopening@law-arts.org) with your name and the position you are applying for in the subject. Please detail your relevant experience and qualifications for this position, and provide a list of references.

## **Equal Opportunity**

LCA is an Equal Opportunity Employer. We prioritize equity and inclusion in our organizational culture and hiring, and we value candidates with lived experience in the communities we serve. We welcome all applicants regardless of race, color, ancestry, national origin, gender identity, sexual orientation, religion, age, disability, service in the military, or other identity factor.

