

Task Guide

Company Job Descriptions

Responsible: Human Resources Department

Project Description:

As part of the employee manual and business plan-management team descriptions you will create the job descriptions for all leadership positions in the company and a generic associate job description. Each should have a description of the role and responsibilities of each position. A digital copy will be sent to the Chief officer for the business plan. Get their signature that it was received to complete this task.

Guidelines:

Before you start, review the job posting that you looked at when you applied and interviewed for your job. A copy of the posting can be found on the VE Matrix web page. See the sample below of how the job descriptions show be created.

The initial ownership group and management team consists of Karolyn Kane, Chief Executive Officer; Sheri Jimenez, Chief Executive Officer and Ivan Buco, Chief Financial Officer. In addition the initial management team was hired.

Mark Diaz, Vice President of Communications; Juana Martinez, Vice President of Marketing

Karolyn Kane - Chief Executive Officer.

The Chief Executive Officer is hired by the board of directors. Responsibilities include but are not limited to:

- Advise the board and carry out tasks assigned by the board
- Oversee daily operations, project planning, and special events, working closely with each program coordinator
- Personnel management (recruitment, hiring, training, evaluation and termination of staff)
- Together with the Operations Director, develop and manage the annual budget for board approval, including necessary revisions
- Program development
- Supervision of artistic staff
- Develop network of support within the arts community
- Develop and implement outreach program

Sheri Jimenez- Chief Operations Officer.

The Operations Director is hired by the board of Directors. Responsibilities include but are not limited to:

- Advise the board and carry out tasks assigned by the board
- Assist in personnel management
- Development of administrative standards and procedures related to personnel and staff development
- Supervision of staff
- Serve as liaison between staff and board members
- Coordinate with the Executive Director and the board to oversee activities including grant applications, management of grants, special projects, fiscal management
- Together with the Executive Director, develop and manage the annual budget for board approval including necessary revisions
- Oversee the preparation of the annual report of activities as well as fiscal reports
- Manage network finances and reporting, including museum store
- Coordinate work on annual audits
- Define priorities for all supervised staff
- Inventory management of art and office supplies

Vice President of Human Resources Signature: _____ Date _____

Chief Officer Signature: _____ Date Received _____