

## **Job Posting: Operations Director at City Sewing Room of St. Louis**

**Position Type:** Part -Time

**About Us:** At the City Sewing Room, we're passionate about bringing creativity to life through sewing and crafting. Our campus is a vibrant hub for both novice and experienced sewists, offering classes, workshops, and a welcoming space to create. Our Makers' Mart is a must stop for customers shopping for fabrics and crafting supplies! We're looking for an Operations Director who shares our love for sewing and can help us enhance our operations and customer experience.

**The Job in a sewing basket:** As the Operations Director, you will oversee the day-to-day functions of the campus, ensuring smooth operations, exceptional customer service, and a positive work environment. You will play a key role in managing staff, optimizing processes, and fostering a community around our shared passion for sewing.

### **Key Responsibilities:**

- Oversee daily studio operations, ensuring efficiency and effectiveness.
- Manage staff & volunteer scheduling, training, and development.
- Implement and refine operational processes and systems.
- Coordinate classes, workshops, and events, with the Creative Director to ensure all logistical needs are met.
- Maintain inventory and supplies, ensuring availability of materials.
- Monitor financial performance, including budgeting, forecasting and reporting using QuickBooks for nonprofits
- Prepare and submit grant reports to funders ensuring grant compliances are met
- Foster a welcoming atmosphere for customers and staff alike.
- Work closely with the Creative Director and Board Committees.

### **Qualifications:**

- Proven experience in operations management, preferably in a retail or creative environment.
- Strong organizational and leadership skills.
- Excellent communication and interpersonal abilities.
- A passion for sewing and the creative arts is a must!
- Proficiency in Google.
- Ability to work evenings and weekends required.

### **What We Offer:**

- A creative and supportive work environment.
- Opportunities for professional development and growth.
- A chance to be part of a vibrant community of sewists & crafters.

**How to Apply:** If you're ready to bring your passion for sewing and management expertise to the City Sewing Room, please submit your resume and a cover letter to [morgan.epperson@citysewingroom.org](mailto:morgan.epperson@citysewingroom.org) with the subject line "Operations Director Application."

We can't wait to hear from you!