Pratt Fine Arts Center
Internal Use Only
November 2026

Pratt Fine Arts Center

Job Description and Offer

Administration and Operations Specialist

Department: Administration
Reports to: Deputy Director – Development/Operations
FLSA Status: Hourly, Non-Exempt
FT/PT: Part Time (24 hours/week)
Compensation: $28-32/hour depending on experience

POSITION SUMMARY

Reporting to the Deputy Director – Development/Operations, the Administration and Operations Specialist plays a central role in supporting the day-to-day administrative operations of Pratt Fine Arts Center. This position is responsible for managing many of the organizational systems, processes, and administrative responsibilities that allow Pratt's directors and leadership team to focus on strategic leadership, fundraising, program delivery, and community engagement.

The Administration and Operations Specialist serves as a key organizational resource, coordinating executive support, office administration, facilities logistics, vendor relationships, supporting human resources administration, and cross-departmental operational processes. This role is essential to ensuring Pratt's administrative functions are organized, efficient, responsive, and aligned with best practices.

PRIMARY RESPONSIBILITIES

Executive and Leadership Support

- Provide administrative support to Pratt's directors, including scheduling, meeting coordination, document preparation, and follow-up on organizational priorities.
- Coordinate leadership meetings by preparing agendas, taking meeting notes, tracking action items, and maintaining organizational calendars.
- Prepare presentations, reports, correspondence, and other administrative materials for leadership and Board use.
- Assist directors with special projects, research, and organizational initiatives as needed.
- Manage confidential information with professionalism, discretion, and sound judgment.

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Office Administration and Operations

- Oversee the day-to-day administrative operations of Pratt's offices in partnership with front desk and facilities staff, ensuring an organized, welcoming, and efficient work environment.
- Develop, implement, and continually improve administrative systems, procedures, and workflows that increase organizational effectiveness.
- Maintain organizational records, filing systems, templates, and administrative documentation.
- Lead administrative system improvement coordination efforts across departments.

Finance and Organizational Operations Support

- Serve as the point person for all accounts receivable and payable, working with department managers to ensure correct coding and compliance with payment terms
- Provide accurate and complete submissions of invoices, purchase requests, reimbursements, and other administrative financial documentation to Pratt's accountant and bookkeeper for processing.
- Assist with credit card reconciliation and administrative expense tracking.
- Coordinate organizational recordkeeping and administrative compliance requirements.
- Provide administrative support for the annual 990 and third-party audit.

Facilities and Vendor Coordination

- Coordinate administrative relationships with vendors, contractors, and service providers supporting office operations.
- Assist with purchasing, service agreements, and administrative vendor documentation.
- Support workplace safety initiatives, emergency preparedness documentation, and office compliance activities.
- Coordinate office improvements and administrative projects that enhance the staff work environment.

Human Resources and Administrative Support

- Work with Pratt's leadership and external HR support professional to ensure compliance and consistent administrative practices across departments.
- Support employee onboarding and offboarding by coordinating paperwork, orientation logistics, equipment, and workspace preparation.

- Support HR in maintaining personnel files and administrative records in accordance with organizational policies.
- Coordinate interview scheduling, recruitment logistics, and employment documentation.
- Support staff training records, policy acknowledgments, and other human resources administrative processes.

Payroll Administration Support

- Serve as the primary administrative liaison between staff and Pratt's payroll provider, ensuring timely submission of payroll information and responding to routine payroll inquiries.
- Maintain payroll records and supporting documentation in accordance with organizational policies and applicable regulations.
- Assist with tracking employee leave balances, payroll changes, and employment status updates.
- Support leadership with payroll reporting and administrative tasks related to compensation and personnel records.

Organizational Collaboration and Participation

- Participate in applicable small group meetings, staff meetings, and organizational planning activities.
- Serve as a collaborative partner across departments, helping improve communication and coordination throughout the organization.
- Build positive working relationships with staff, teaching artists, students, vendors, volunteers, and community members.
- Represent Pratt Fine Arts Center professionally and warmly in all interactions.
- Identify opportunities to improve organizational efficiency and recommend administrative process improvements that reduce administrative burden across the organization.

Board Administration and Governance Support

- Coordinate administrative support for Pratt's Board of Directors and board committees.
- Assist in distributing board materials in collaboration with the Executive Director and leadership team.
- Assist in maintaining board records, governance documents, committee rosters, and organizational policies.
- Assist in coordinating board meeting logistics, scheduling, and communications.

QUALIFICATIONS

Required Qualifications

- Three or more years of experience in office administration, executive support, nonprofit operations, or a related field.
- Exceptional organizational skills with the ability to manage multiple priorities and deadlines simultaneously.
- High attention to detail and commitment to accuracy, discretion, and confidentiality.
- Excellent written and verbal communication skills.
- Strong interpersonal skills with the ability to work effectively across multiple departments and with diverse stakeholders.
- Demonstrated ability to work independently while exercising sound judgment and initiative.
- Proficiency with Microsoft Office suite, Google Workspace, and common office technology.

Preferred Qualifications

- Experience supporting executive or director-level leadership.
- Experience working in a nonprofit or arts organization.
- Experience working alongside a bookkeeper or accountant.
- Experience with project coordination, administrative systems improvement, or operational workflow development.
- Interest in arts education and community-based nonprofit work.
- Familiarity with Gusto, state and local employment platforms, CRM systems, or Square a plus

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This position is primarily office-based with regular computer work, document preparation, and administrative coordination. Occasional evening or weekend hours may be required to support organizational events, staff meetings, or special projects.

Some light lifting, office setup, or movement of supplies may occasionally be required.

The main offices for Pratt are housed in a repurposed historic building with two short staircases leading to the executive office where many small group meetings take place. The desk for this position can be accessed via ground floor or a short staircase.

COMPENSATION AND BENEFITS

This is a part-time, hourly, non-exempt position working approximately 24 hours per week. The hourly wage range is $28–32, depending on experience and qualifications.

Pratt Fine Arts Center offers part-time employees a benefits package that includes:

- Comprehensive health, dental, and vision insurance
- Paid vacation, sick leave, holidays, floating holidays and other paid time off
- 401(k) retirement plan with a 3% employer match
- Pratt class benefits or tuition discounts
- Paid professional development support

Eligibility and specific benefit provisions are governed by Pratt's current policies and benefit plans and may be subject to change.

EQUAL OPPORTUNITY EMPLOYMENT STATEMENT

Pratt Fine Arts Center is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, marital status, or any other protected status under applicable law.

DIVERSITY, EQUITY, AND INCLUSION

Pratt Fine Arts Center is committed to fostering a workplace and community rooted in diversity, equity, and inclusion. We strive to create an environment in which staff, artists, students, and partners are respected, supported, and able to thrive.

Pratt believes that a broad range of lived experiences, perspectives, and identities strengthens our organization, deepens our impact, and enriches the creative community we serve. This commitment is reflected in our programs, partnerships, and organizational practices.

We strongly encourage applications from people of color, immigrants, women, LGBTQIA+ individuals, people with disabilities, and members of other historically underrepresented communities.

DISCLAIMER

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required by the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.