JOB TITLE: Operations Associate
LOCATION: San Francisco Bay Area, CA (Hybrid)

“We believe that when artists and cultural workers have stable homes, shielded from a volatile real estate market, they are free to be the trailblazers and culture bearers that help make the San Francisco Bay Area a global hub of innovation and creativity.”

THE ORGANIZATION
Community Arts Stabilization Trust (CAST) is a community-centered real estate organization committed to ensuring artists and cultural workers can stay anchored where they create. Founded in 2013, CAST emerged at a time when artists were leaving the Bay Area because they couldn't afford to stay. It started with a simple idea: what if all artists and nonprofits could buy their buildings?

We believe the arts drive strong, vibrant, diverse communities. Together with our partners, CAST secures and stewards space for Bay Area arts organizations. We have raised more than $50 million as the arts and culture sector’s essential real estate development and management partner. Our work is creating a new real estate paradigm in the Bay Area—one that recognizes the essential role of the arts in communities. We now operate six cultural centers across San Francisco, Oakland, and San Jose, and our reach expands to ventures who have replicated our model in Seattle, London, and Sydney. Our next impact milestone involves 119 affordable residences and the Liberation Park Market Hall and Cultural Hub, in partnership with Black Cultural Zone. We also have over 120,000 square feet of new cultural space under development. For more information, please visit cast-sf.org.

THE OPPORTUNITY AND TEAM
CAST seeks entrepreneurial teammates who share our passion for innovation. We value systems thinking, brainstorming, creative problem solving, and an independent work ethic. The staff at CAST are drawn to the variety, creativity, and vibrancy of our work and the contributions they can make individually and collectively to the greater cultural landscape. The new Operations Associate will work with a diverse set of tenants and partners at our flagship location, 447 Minna, which is known as a space that wraps
around your experience—the work you’ve done and the work you’ve yet to dream. It’s where we encourage artists to connect, experiment, and share their gifts.

The new Operations Associate will work closely in partnership with CAST’s CEO, CFO, and COO to support efforts that will shape the next phase of the CAST’s operational and programmatic growth, in particular, the goals of our wide-ranging three-year strategic plan. The ideal candidate will be enthusiastic about CAST’s mission, coordinating critical efforts and infrastructure that drive forward CAST’s daily $3.6M operations, leadership development, and real estate management. Equally comfortable handling tasks large and small, the Associate will be highly relational and have a “customer first” mindset, working closely with internal and external stakeholders to define and drive the evolution of our internal tools and business processes. The position reports directly to the COO and works closely with the Director of Events and Programming.

KEY RESPONSIBILITIES
Facility Operations Support
- Support rental administration and events at our 447 Minna office location
- Provide event support including house management and AV tech support; collaborate with the Director of Events and Programming to create and enforce rental policies/best practices
- Work with the COO and Real Estate team to develop asset and property management functions, including tenant relations at 447 Minna

Office Management
- Build strong partnerships and negotiate favorable contracts with external vendors
- Serve as Salesforce administrator for the organization and support staff in using the software and ensuring integrity of data
- Provide key office management including ordering supplies, troubleshooting IT, insurance renewals for the building portfolio, and collecting and distributing mail
- Work with COO to submit annual business filings, including statements of information and permits
- Manage emergency response policies, including inspections, permits, fire drills, and alarms

IDEAL CANDIDATE
Our ideal candidate brings...
- An appreciation for the importance of CAST’s mission and the vital role of arts and culture and urban development in communities and historically underserved neighborhoods
3+ years of operations experience, including demonstrated experience with project management and building strong stakeholder relationships
- Nonprofit/arts operations experience, property management experience and/or real estate experience is a plus
- Patience and positivity to project management, a high level of comfort with operating autonomously, and a solutions mindset in navigating challenges
- A team work ethic and willingness to support all aspects of CAST operations large and small, including event setup and teardown
- A high level of comfort with managing technology and learning new technologies; previous direct experience managing Salesforce and training others is a plus
- Exceptional organizational and communication skills
- A sense of humor and highly collaborative work style that transcends traditional hierarchies is valued
- A commitment to continuous learning and openness to giving and receiving continuous feedback
- Ability to maintain confidentiality and a high level of discretion

ENCOURAGING CANDIDATES FROM ALL BACKGROUNDS
CAST encourages qualified candidates of diverse backgrounds to apply. CAST is an Equal Opportunity Employer and as such, complies with Federal, state, and/or local laws that prohibit discrimination in employment, based on race, religion, color, age, sex, national origin, citizen or intending citizen status, disability and veteran status. Information provided during the application or employment process will not be used to discriminate against any individual in any manner. Candidates of diverse backgrounds are encouraged to apply.

SALARY AND BENEFITS
We offer a generous benefits package including health, dental and vision insurance, retirement (403b), pre-tax FSA accounts, and more. Salary for this role is budgeted at $70,000-$85,000, based on relevant experience. This hybrid role will be based in San Francisco, with the opportunity to flexibly craft a working schedule weekly based upon event support/needs.

TO APPLY
Please submit a resume and cover letter describing why you would be interested in working at CAST with the subject line: CAST Operations Associate Application to jobs@cast-sf.org.