



Farmstead Arts Center  
450 King George Road  
Basking Ridge, New Jersey 07920  
[www.farmsteadartcenter.org](http://www.farmsteadartcenter.org)

April 15, 2021

Job Posting

Operations/Marketing Manager (PT)

Farmstead Arts/Kennedy Martin Stelle Farmstead

A non-profit, fine, performing arts, and history organization, in Basking Ridge NJ is seeking an Operations/Marketing Manager.

Responsibilities:

Act as center point for Farmstead arts office operations. Schedule and curate upcoming events (exhibits, classes, and concerts). Liaison with studio tenants, volunteers, and public. Update website and social media content. Assist with grant submissions. Oversee seasonal intern. Attend Board meetings upon request.

Professional Qualifications:

- Excellent organization and marketing skills
- Computer/social media proficiency
- QuickBooks, and Mailchimp knowledge a plus but not required
- Previous experience working in an arts organization a plus

Competitive hourly wage.

Send resume and cover letter to:

[fanewmgr4us@gmail.com](mailto:fanewmgr4us@gmail.com)

Attn: Personnel Committee