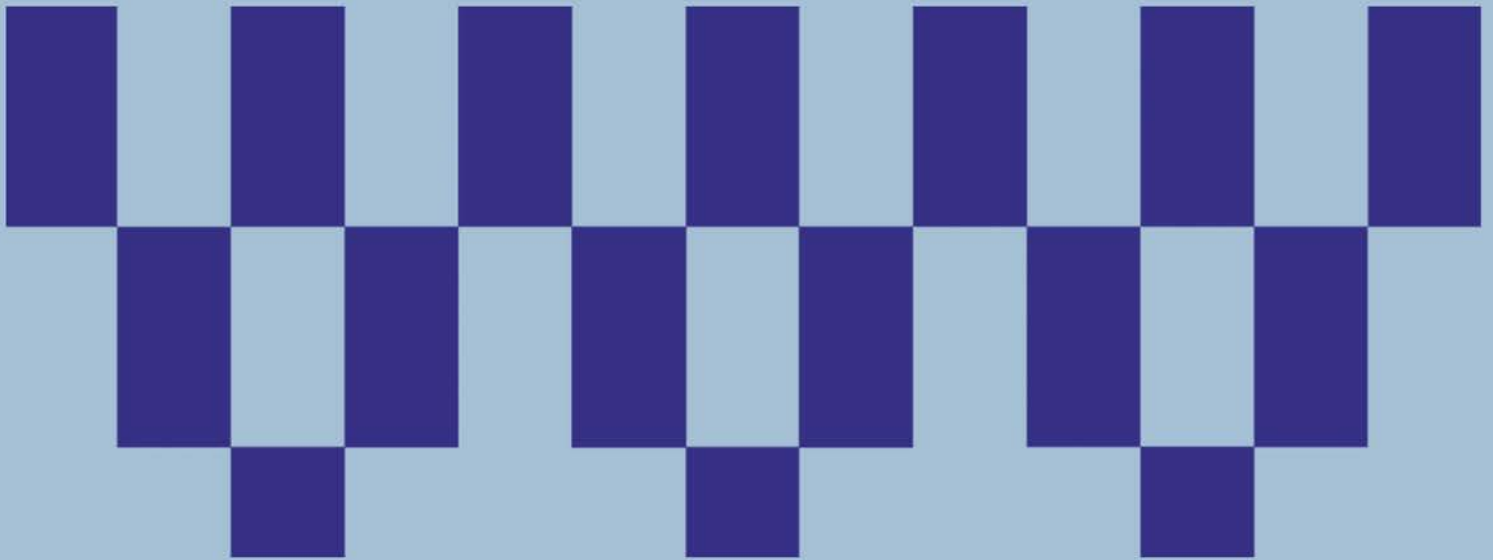


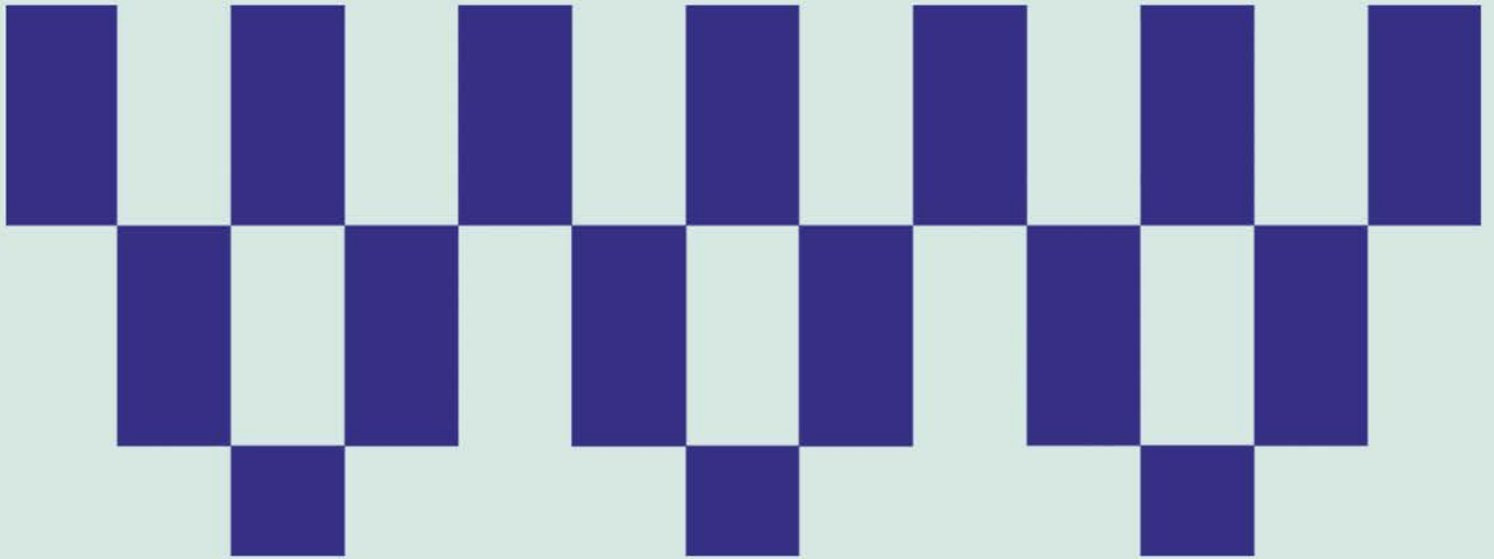
# SITES & OPERATIONS COORDINATOR



## SUMMARY

The Sites & Operations Coordinator provides essential administrative, logistical, and systems support across the organization with a primary focus on supporting the Sites and CapEx Department and a secondary focus on general operations and finance support. This role ensures that physical spaces, programming environments, and day-to-day operational functions run smoothly, efficiently, and in alignment with the organization's mission. The Sites & Operations Coordinator plays a key role in maintaining our campus, strengthening infrastructure, improving workflows, and supporting staff to focus on delivering impactful experiences.

# MATERIAL INSTITUTE



## MISSION

Material Institute expands perspectives and potential.

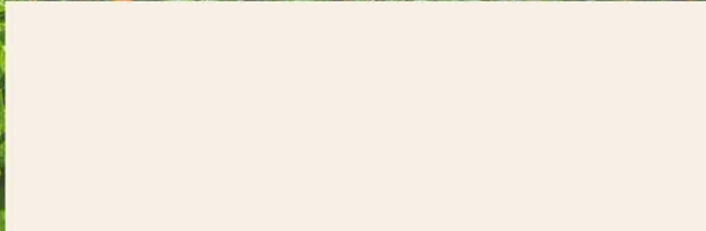
We create a living practice that transforms ourselves and, in turn, society. We grow new ideas; build radical connections; cultivate a new generation of contemporary artists and thinkers; and shift culture.

## WHO WE ARE

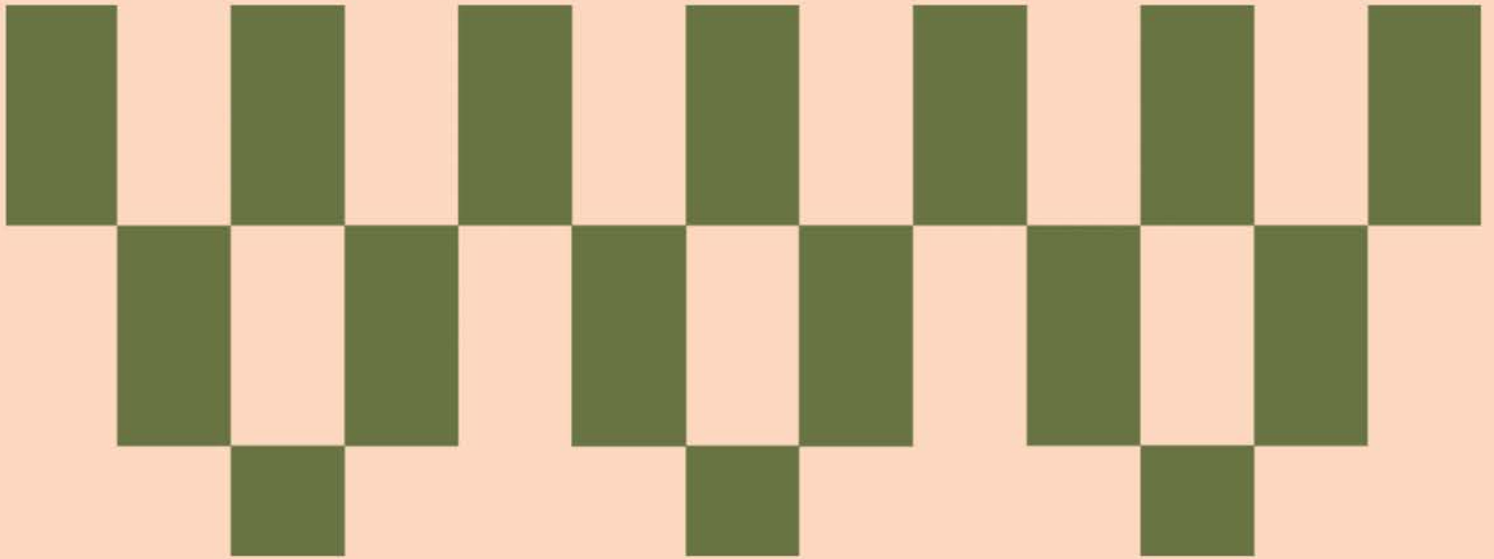
Material Institute is where art and ecology are practiced as one. We are a cultural institution and learning community in New Orleans making and experimenting with textiles, sound, and soil to recognize the interconnection of art and the natural world. We understand ourselves as material, including our voices, bodies, and movement.

Within our programs, students, staff, teachers, and collaborators learn and create side by side. We invite global artists and thinkers to share contemporary context to deepen our process. Material Institute centers emerging Black artists from New Orleans while welcoming people across experience and backgrounds.

We are a private operating foundation 501(c)(3) supported by Museum of Old and New Art in Australia and a sister organization to Material Institute Tasmania.



# MATERIAL INSTITUTE



## OUR PROGRAMS

Our mission lives through our programs: Material Studio, Material Camps, guest artist workshops, screenings, concerts, and events.

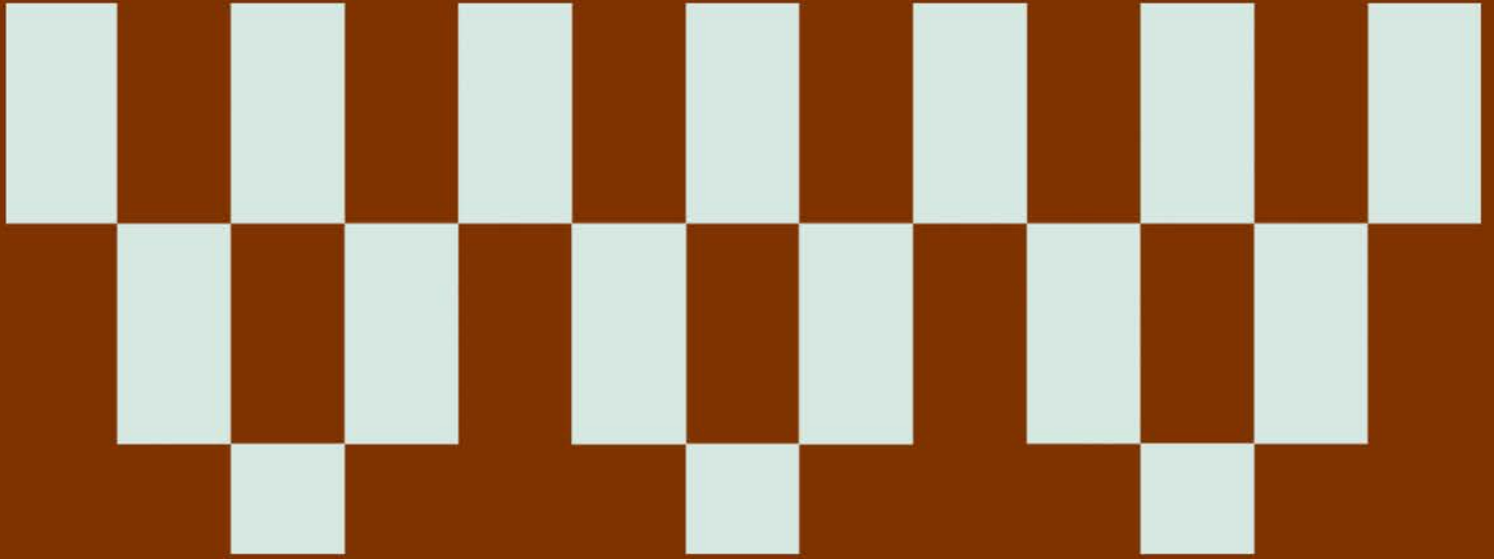
Material Studio is our core program: a cost-free, two-year curriculum for emerging fashion designers and musicians from New Orleans ages 18+. Through sustained study and practice with peers and mentors, artists expand their perspectives and work; gain technical and creative skills; develop professional portfolios; and foster collaborative relationships.

At Material Institute, fashion designers and musicians participate in daily life alongside staff and visiting artists as a part of practice — growing food, cooking meals, and caring for shared spaces. We believe this consistent rhythm transforms ourselves, each other, and the world. With trust in process and clear purpose, artists are empowered to take the next steps in their vocation and, in time, influence their fields; contribute to their communities; and evolve culture.

From the DNA of Material Studio, we design Material Camps, where kids learn and experiment with materials to explore their creative voice.

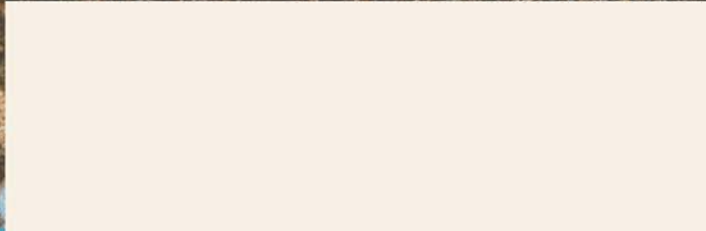
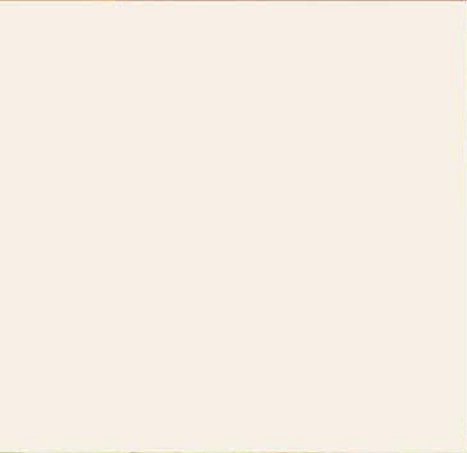
We serve as a cultural institution to the wider New Orleans community through global guest artist workshops, screenings, and concerts with visiting artists.

# MATERIAL INSTITUTE



## OUR CAMPUS

Environment shapes consciousness: We build spaces that encourage connection to each other and the natural world. Our unique campus spans two blocks at the border of the 8th and 9th wards. Our campus comprises a community garden; organic food production garden; outdoor kitchen; outdoor classroom; fashion atelier; knit lab; dye lab; recording studio; music production room; and a residence that doubles as staff offices and visiting guest artist accommodation. Over the next five years, we will develop our campus to include larger indoor and outdoor assembly spaces for classes and events, a dance studio, indoor kitchen, food production site, and more.



# SITES & OPERATIONS COORDINATOR

## WHO YOU ARE

You are excited to contribute to an innovative organization where your organizational skills and collaborative spirit can elevate the experiences of both staff and artists alike. You are a reliable colleague who values clear communication and teamwork.

You are a proactive and organized administrative professional who strives for operational excellence. You adeptly coordinate projects and communicate progress updates to ensure a smooth operational environment. You expect excellence from yourself and those around you.

You thrive in settings that require you to bridge communication among multiple stakeholders. You anticipate what people need to know and understand to feel supported in their physical and operational environment.

You approach each task with an eye for detail. You understand the importance of maintaining organized systems for documentation, compliance, and workflows. Your meticulous nature helps you handle invoicing and expense categorization with ease, ensuring financial processes are transparent and accurate.

You believe that effective management goes beyond routine tasks; it involves creating a welcoming atmosphere for all visitors and staff at Material Institute. Your positive demeanor shines through in every interaction.

You enjoy attending to the finer details of a space. You value how a beautiful, organized environment can bring calm, focus, and satisfaction to a work environment and creative community.

You jump at the opportunity to learn new technologies and systems, always seeking to learn new skills to make your work more efficient.

You are a reliable and empathetic teammate with a collaborative spirit. You expect excellence from yourself and those around you.

Your adaptability allows you to respond to emergent needs and thrive in dynamic environments. Cool under pressure, you are always ready to step in and back up colleagues during peak periods.

# WHAT YOU'LL DO

## SITES & CAPEX ADMINISTRATIVE SUPPORT (PRIMARY FOCUS: 70%)

- Work with the Sites Director to project manage internal sites maintenance requests: responding to requests, coordinating repair schedules, and communicating progress updates to staff.
- Strategically schedule and prioritize maintenance and repair schedules and workflows with the Sites Director.
- Conduct a daily walk through of the campus to identify areas of need.
- Liaise with vendors, contractors, and service providers for scheduling and payments.
- Maintain organized systems for documentation, including vendor contracts, maintenance records, and compliance.
- Pay approved invoices and bills.
- Categorize monthly expenses & file receipts.
- Coordinate cleaning and maintenance schedules.
- Support health & safety compliance processes.
- Maintain shared calendars and operational dashboards for Sites and CapEx.
- Monitor and manage inventory for supplies, maintaining standards of regenerative practice and consumption.
- Receive and distribute packages.
- Ensure that campus spaces are clearly organized to support collective maintenance of the campus by staff and artists.
- Greet guests upon arrival at Material Institute.
- Assist Sites Director with other administrative tasks as needed.
- Assist with security systems management and maintenance.

## OPERATIONS ADMINISTRATIVE, FINANCE & SYSTEMS SUPPORT (15%)

- Maintain shared Google calendars.
- Coordinate internal space usage of meeting rooms and other shared spaces.
- Maintain organized filing systems in Google Drive.
- Support internal SOP documentation and workflow development.
- Ensure that invoices and receipts are filed and archived properly.
- Assist with data entry and reporting.
- Draft operational communications and updates for staff.

## GENERAL ORGANIZATIONAL SUPPORT (10%)

- Create and maintain Asana projects for the Operations team.
- Support cross-departmental coordination as needed.

- Support onboarding logistics for new staff and contractors.
- Assist with all-staff meeting logistics, preparation, and notes.
- Purchase and set up laptops for new hires; coordinate repairs as needed.
- Troubleshoot tech issues in partnership with our Tasmanian teammates via Jira.
- Track and maintain inventory of all tech and equipment.
- Provide back-up support to other departments during peak periods.

## **COLLECTIVE PRACTICE (5%)**

- Wholeheartedly participate to bring our philosophy alive through collective practice alongside staff and emerging artists — growing and harvesting produce, contributing to shared meals, and caring for shared spaces on campus.

# **QUALIFICATIONS**

We recognize that strong candidates may not meet every qualification listed below. If you are excited about this role and believe you could contribute to our mission, we encourage you to apply.

## **REQUIRED**

- 2–4 years of administrative or operations experience.
- Strong organizational and systems-thinking skills.
- Strong interpersonal skills and ability to work with a diverse group of people.
- Experience managing vendors and coordinating logistics.
- Fluency in Google Workspace and project management tools.
- Ability to manage multiple priorities in a dynamic environment.
- Strong attention to detail.
- Strong written and verbal communication skills.
- Passion for Material Institute mission and programs.
- Belief in regenerative, sustainable practices in sourcing and consumption.

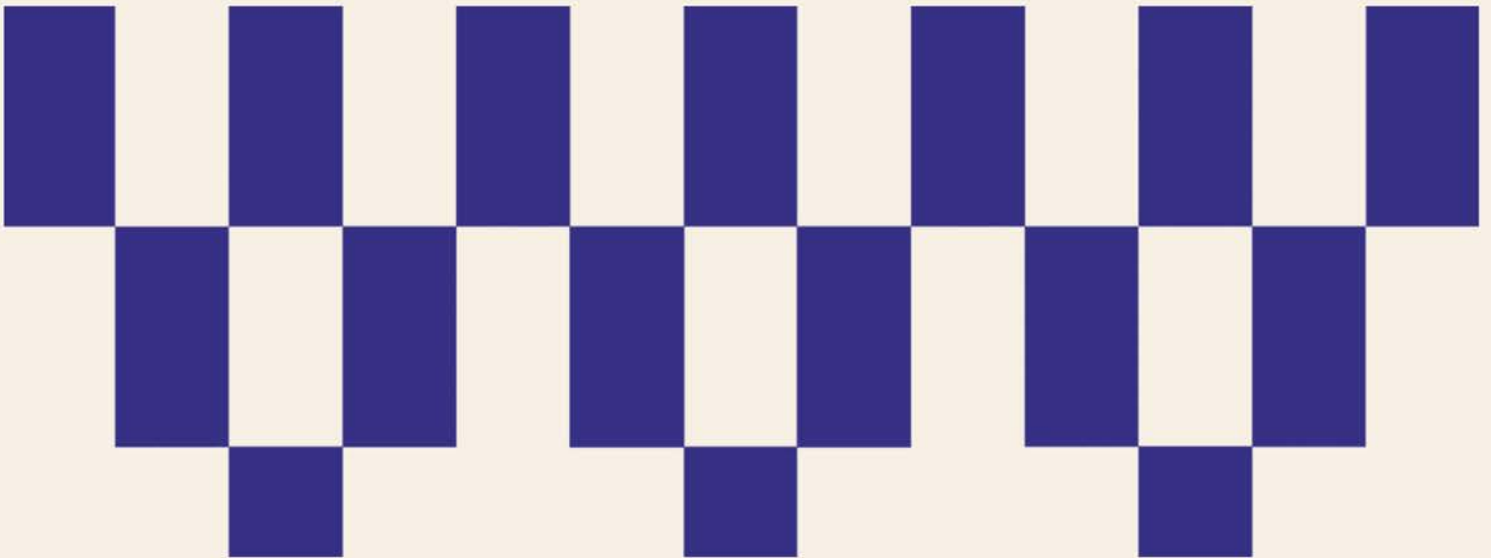
## **PREFERRED**

- Experience with facilities coordination or site management.
- Nonprofit operations experience.
- Interest in arts, community programming, or creative industries.

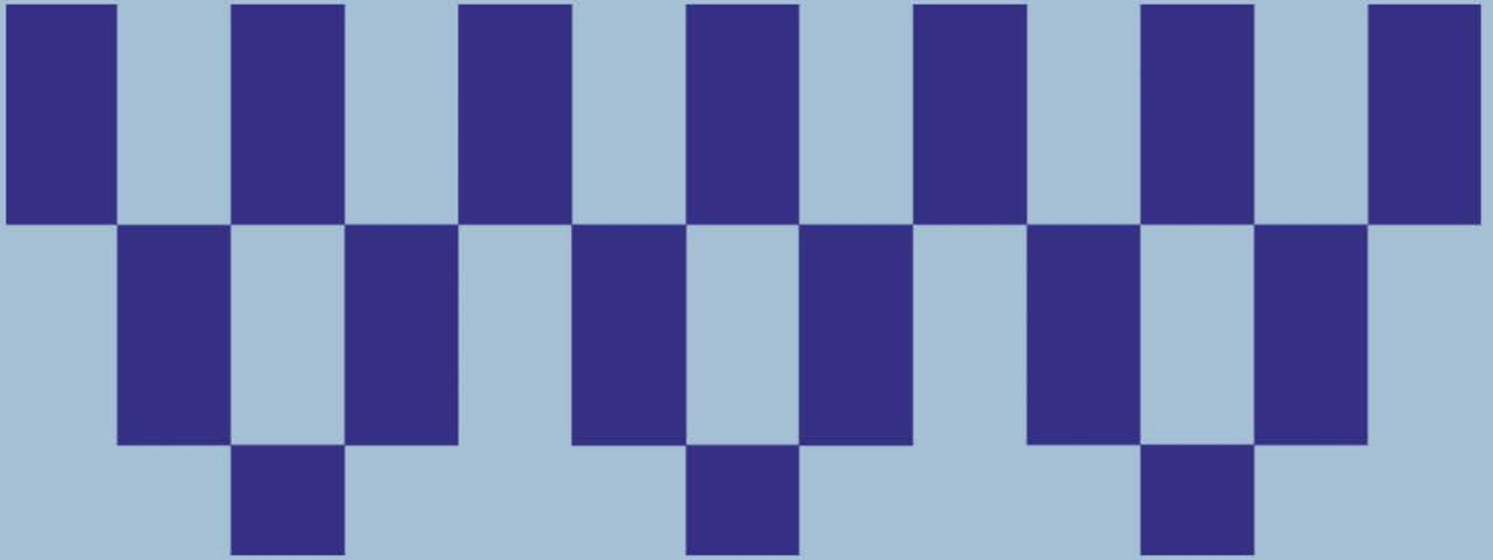
## **WORK & PHYSICAL REQUIREMENTS**

- In-person, on-site.
- Ability to work occasional evenings and weekends to support campus operations, organizational events, community activities, and special projects.

- Ability to lift, move, transport, and set up materials, equipment, furnishings, and supplies weighing up to 30–50 lbs, with or without assistance.
- Ability to stand, walk, climb stairs, bend, stoop, kneel, and move throughout campus facilities, event spaces, and program areas for extended periods.
- Ability to perform work both indoors and outdoors in varying weather conditions and environmental settings.
- Ability to support event setup, breakdown, facility maintenance coordination, inventory management, and campus operations activities.
- Reliable transportation to and from the worksite and occasional local off-site meetings or organizational activities.
- Successful completion of a background check.



# SITES & OPERATIONS COORDINATOR



## POSITION DETAILS

**STATUS:** Full-Time exempt

**LOCATION:** Material Institute (2120 Port Street New Orleans, LA 70117)

**HOURS:** 40 hours per week, On-Site

**SCHEDULE:** 8:30am–4:30pm, M–F

**REPORTS TO:** Operations Manager and Sites Director

**START DATE:** August 10, 2026

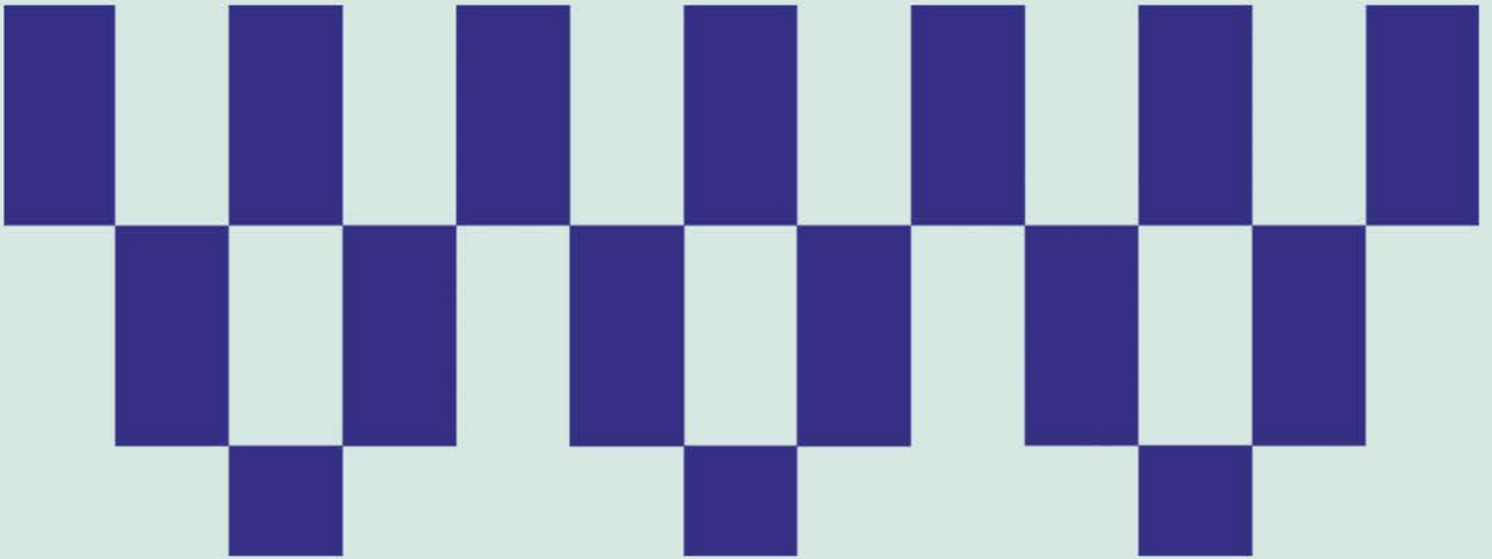
**COMPENSATION:** \$59,000–\$62,000

Material Institute has a transparent organization-wide salary scale to ensure equity and remove as much bias as possible from compensation decisions. Placement on range above is based on years of same-level experience. The salary range is not negotiable.

## BENEFITS

- Medical, Dental, and Vision insurance
- Basic Life and Short-Term Disability Insurance
- 401k Retirement Fund with 4% employer match
- Paid Time Off
  - 26 Organizational Holidays
  - 17 Paid Time Off Days
  - Professional Development stipend
  - Unlimited short term wellness for illness or doctor's appointments

# MATERIAL INSTITUTE



## EQUAL OPPORTUNITY EMPLOYER

We value a diverse workplace and encourage women, people of color, LGBTQIA individuals, people with disabilities, formerly incarcerated people, members of ethnic minorities, foreign-born residents, older members of society, and others from minority groups and diverse backgrounds to apply. We prohibit discrimination and harassment of any type based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local law.

# MATERIAL INSTITUTE



## SELECTION PROCESS

Submit a résumé and cover letter via [Gusto \[click here\]](#). Your cover should respond directly to these questions:

- What excites you about this particular opportunity?
- How does Material Institute's mission align with your personal values and experiences?
- Everyone has their go-to. What's one operational skill, tool, or organizational trick you can't live without, and how has it made your work easier?
- What is your relationship to New Orleans?

Applications submitted by **FRIDAY, JULY 3, 2026** will receive priority consideration, though applications will continue to be reviewed on a rolling basis until the position is filled.

All applicants will be notified no later than **JULY 31, 2026** of the status of their application.

Please direct any questions to [JOBS@MATERIALINSTITUTE.ORG](mailto:JOBS@MATERIALINSTITUTE.ORG).

# MATERIAL INSTITUTE

