



TERMS OF REFERENCE

OPERATIONS COORDINATOR

ABOUT MODZI ARTS

Modzi Arts is an independent non-governmental, non-profit art and cultural organisation based in Longacres, Lusaka in Zambia. Founded in 2016, Modzi Arts is dedicated to ensuring the growth of the contemporary art and cultural scene in Zambia as well as making it more visible within our society. This mission is manifested through our educational programs in the visual arts as well as music and through monthly events that provide exposure for artists and are open to the Art public.

As both an education center and a performance/exhibition space, Modzi Arts is a home for artists to freely experiment within their own art forms as well as a facilitator for cross-artistic and cultural collaborations. We seek to keep alive the learning process in both upcoming and established artists—often encouraging artists showcasing at Modzi to step outside of their usual styles and allowing them complete freedom of expression in their creations.

JOB DESCRIPTION

The Operations Coordinator reports directly to the CEO and handles the day-to-day activities that ensure smooth, efficient organizational process and functions. This means ensuring that staff, accounts, and office activities are all well managed. To develop mechanism for projects, logistics, expense, budgeting, building capacity, cost control and staff management is when required needed. Develop new mechanism

To Organize all Financial Accounts from planning to reporting on all expenses in petty cash. Develop and maintain procedures that will ensure smooth running of operations within Modzi Arts. To make monthly payments of Allowances, Taxes and NGO registrations. To assist of new revenue streams to support the development of Modzi growth.

To maintain and assist a Gallery, School and HR Management system, Checking in with all Staff/artist monthly support programmes,

To undertake Gallery Assistant duties and insure the gallery is clean, painted in correct paint, hanging system is working correct, repair, lighting and attend to any walk in persons. Develop a modzi collector base, auction house, database and contacts of framer, packaging and transport systems. Gallery management.

MAJOR DUTIES AND RESPONSIBILITIES

Administration

- Manage weekly meetings - Assuring that facilitation, minutes and timekeeping are structured.
- Develop organisational structures and procedures in the departments of human resources, meeting management and other relevant areas.
- General upkeep of the Modzi Arts space, including cleanliness and order, ensuring we have office, kitchen, school, artists supplies.
- Filling system by online and physical reporting.



- Manage the Modzi Arts landline phone.
- Maintaining the space with repairs, construction of both MA House and Office.
- Plans and coordinates expense of events and projects when needed.
- Organise board meetings and take minutes.
- First contact with any person/organisation wanting to deal with using or collaborating in the space via phone or walk-in.
- Ensure the effective develop, coordinate and implementation of the HR.
- In cooperation with the Project Coordinator ensures that effective administration and accounting of the project.
- Conduct contract negotiations, review all contracts and support with staff evaluations and prepare all HR development and concerns.
- Organise logistical, volunteer, donations, house, building, immigration management
- Gallery management
- School Administration
 - Work with the Art teacher to ensure the running of Modzi Sukulu programmes
 - Maintain the School files, binder and use of structures and procedures
 - Sign up new students and receive payment for classes
 - Update Modzi MnE : Beneficiaries database

Accounting

- Coordinate daily expenses and accounting practices.
- Develop organisational structures and procedures in expense and accounting.
- Prepare weekly material usage report..
- Prepare labour and tax efficiency report with ZRA and Napsa.
- Prepare and reconcile invoices: receipts and quotations for the school and other revenue streams on an ongoing basis.
- Prepare monthly eg rent, allowance payments.
- Receiving all cash transacts: petty cash box, bank book and Mango accounting system to be updated as a weekly report. Deposit of funds into bank.
- Issue receipts, invoice and quotations.
- Submit quarterly report progress.

Qualifications

- Strong affinity with the regional, Zambian performance and visual art scene
- At least 2 years of experience in administration/operational
- Proven management skills in NGO's or similar organisations
- Effective communication and Interpersonal skills
- Effective verbal and written communication
- Effective and trustworthy in handling HR and working with staff.
- Very effective focus on best accounting practices
- Good skills with Microsoft Word, Excel and Trello or Airtable, Dropbox,
- Experience in working people of different cultures and international settings
- Motivated, organized, self-driven and proactive
- Ability to multi-task
- Punctual

Part Time period of Modzi work as Operations Coordinator:

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- Short term of One (1) year contract
- Needed five times a week in office from 9am to 5pm (with one day working from home in Covid)
- Provider Napsa social number, NRC and passport copies
- Will be required to support programme and projects which are not included in the four times a week.
- Benefits of working with modzi will include and is not limited to travel opportunities, networking with key players in art and artistic development of own career within the region. As well as medical support, accommodation in the Modzi House
- Get a Modzi bag and tshirt after probation and must be worn at office.
- Working Computer ACER
- *Application FORM :*
- https://docs.google.com/forms/d/e/1FAIpQLSc6u_VNZs3jw1wN537cioEsmmRgPE9nC32PR4J43V3ZdwR4bw/vi
ewform