

The Strong-Cuevas Sculpture Foundation

Job Announcement:

Operations Manager / Registrar

The Strong-Cuevas Sculpture Foundation was established by the estate of Elizabeth de Cuevas following her death in March 2023. A prolific sculptor, Ms. de Cuevas created her art under the mononym Strong-Cuevas.

The foundation will operate from her former studio in Amagansett near the eastern end of Long Island. The Foundation is in the early stages of formulating its programs, based upon the mission statements suggested in her trust. A refinement of those mission statements and the resulting programs are being formulated by the Foundation's board and advisors. This will subsequently result in the hiring of a qualified Foundation Director appropriate to their determined task.

In the interim, the Strong-Cuevas Sculpture Foundation is immediately seeking an
Operations Manager / Registrar

to report to and assist the Foundation Chairperson, who is now the acting director, as well as assisting other board members and consultants in such Foundation matters as:

- 1) Handling correspondence and inquiries
- 2) Arranging scheduling, meetings, and visits
- 3) Handling loans and gifts of works of art
- 4) Management and care of the Foundation's art collection
- 5) Coordinating various events at and for the Foundation
- 6) Compiling and organizing documents

and all other such things as might be necessary to begin the efficient operation of the new Foundation and its eventual programs for public benefit.

Ideal qualified candidates will have proven skills in such areas as project management, office management, and possibly collections management (such as museum registrarial tasks). Applicants must understand that the tasks required of this position are open-ended as the Foundation is just beginning to formulate its program and agenda. This is primarily an on-site position, requiring applicants to live in the vicinity of Amagansett, Long Island, NY (or be willing to move to that immediate area).

The annual compensation is expected to be \$84,000. Interested applicants should send (1) a letter of interest, (2) a detailed, chronologically ordered resume, and (3) names and contact information for immediate past direct supervisors who will be contacted for references.

Send the requested materials with the subject line "Operations Manager Search" to the email address "admin@strong-cuevas.org".