

## Job Description

<b>Name:</b>	TBD
<b>Job Title:</b>	Operations Manager
<b>Reports To:</b>	Executive Director

<b>Summary :</b>	<p>Position reports to the executive director and is responsible for the operations of the non-profit including management and implementation of daily tasks including:</p> <ul style="list-style-type: none"> <li>● Marketing</li> <li>● Finance</li> <li>● Administration</li> <li>● Development</li> <li>● Cross functional support of Artistic Director and Artistic Vision of the company</li> <li>● Production support for company rehearsals and performances</li> </ul>
<b>Responsibility:</b>	<ul style="list-style-type: none"> <li>● Report to and work closely with Board of Directors and assist President by developing board agenda, meeting reports, meeting prep and policy matters along with all information necessary for the Board to function properly and make informed decisions</li> <li>● Supervise administrative staff</li> <li>● Partner with the Artistic Director to make sure all operational components for rehearsals and productions are completed on time and within budgeted allowances</li> <li>● Oversee accounts receivable and payables.</li> <li>● Attend board/city/organizational committee meetings and facilitate staff support where needed</li> <li>● Onboarding, Offboarding of Board Members and Staff</li> <li>● Social Media Management</li> <li>● Support outreach programming</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>● Bachelor’s Degree or more than 5 years of equivalent operational experience</li> <li>● Knowledge or experience with accounting platform, i.e. QuickBooks (budgeting, and P&amp;L statements)</li> <li>● Experience in internal and external messaging with computer software, i.e. GSuite and Microsoft software</li> <li>● Strong leadership skills, with the ability to set clear direction and hold others accountable for their responsibilities</li> <li>● Desired nonprofit, fundraising and board development experience</li> </ul>