

## Operations Center Director

Part-Time, Non-Exempt



Stomping Ground Comedy's Operations Director should be a highly motivated individual excited to grow a young nonprofit organization in a positive and professional environment. This position works collaboratively alongside an existing Director Team: Artistic, Improv for Life, Training Center, and Development. Each Director works autonomously once goals and general program guidelines have been established, and the Artistic Director manages performance management plans for all other Directors.

**Flexible schedule:** This position requires 20 per week, with 30% of time at the theater on weekend evenings. Remaining time may be worked remotely as needed. Due to COVID-19, this position is currently 90% remote while Stomping Ground is open for limited onsite activities.

**Stomping Ground Mission:** Stomping Ground educates, entertains, and empowers the community – connecting people through comedy. And we won't stop till everybody's laughing.

**Operations Director Position Mission:** This positions directly serves the greater mission of this organization by strengthening the overall health and backbone of Stomping Ground Comedy Theater.

### Qualifications:

- Experience working in a leadership position
- Knowledge of 501(c)3 nonprofit accounting requirements
- Ability to learn quickly, be adaptive in a busy performance space, and thrive under pressure
- Ability to work autonomously
- Experience with budget oversight, staff management, customer service, or operational management
- Experience with Excel or Google Sheets
- Experience with Aplos a plus
- College Degree in Theatre, Arts Administration, Business or Nonprofit Management a plus

### Responsibilities:

#### *Building:*

- Responsible for building operations including cleaning, necessary maintenance, supply purchasing, and inventory
- Responsible for communicating regular updates to all staff and interns regarding operations information
- Serve as Manager on Duty (MOD) for at least 50% of all monthly events (This percentage is subject to change.)

#### *Staff:*

- Manage direct reports (Interns, volunteers, and hourly staff)
- Schedule intern, staff, and MOD shifts
- Train staff, interns, and volunteers on standard operating procedures
- Organize and implement staff meetings for interns and hourly staff
- Attend bi-weekly executive team meetings
- Attend Board Meetings as requested

#### *Administrative and Accounting:*

- Manage theater budgeting, including but not limited to: quarterly report to board treasurer, Aplos accounting, bill payment, creation of invoices, employee payment, scheduling student payment plans, and managing annual tax filings
- Manage and update the Operations Manual and contribute to the creation of other standard procedures for a young nonprofit organization
- Serve as Staff Co-Chair of Staff Development alongside the Board Co-Chair

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### *Special Events:*

- Maintain calendar of events, performances, and classes
- Plan internal events and book external events in coordination with the Artistic Director

### *Pandemic-specific:*

- Maintain knowledge of current recommendations from state and federal authorities regarding COVID-19 precautions, cleanliness, and regulations that affect onsite activities at the theater
- Advise Director Team and Board of any changes regarding health and safety during the pandemic, and ensure all physical spaces are in compliance with government regulations and recommendations

### *Other:*

- Serve as a Brand Ambassador for Stomping Ground, promoting and representing the brand at all times
- Coordinate updates from the Director Team and Marketing to create and send the weekly Student Newsletter

### **Compensation:**

\$15,000 per year, with additional eligibility for contract performer and instructor pay as experience and availability allows

Apply at [stompinggroundcomedy.org/join-our-team](https://stompinggroundcomedy.org/join-our-team).