

Operations 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.

Schedule: This position requires 15-20 hours per week, with 90% of time at the theater on weekend evenings. Remaining time may be worked remotely as needed.

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 position 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
- Ability to learn quickly, be adaptive in a busy performance space, and thrive under pressure
- Ability to work autonomously
- Experience with expense management, staff management, customer service, or operational management
- Experience with Excel or Google Sheets
- 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 90% of all monthly events on Fridays and Saturdays, 7:00 pm – midnight, responsible for staffing volunteers on remaining evenings.
*MOD requirements include opening and closing of the theater, managing staff, overseeing audiences, and coordinating with show producers and tech booth for showtimes. Staff scheduling and building management can be a focus during MOD downtime.

Staff:

- Hire and train staff, interns, and volunteers on standard operating procedures
- Manage direct reports (Interns, volunteers, and hourly staff)
- Schedule interns and staff for show evenings
- Organize and implement staff meetings for interns and hourly staff
- Track staff hours and input payroll
- Supervise POS (point of sale) and cash on show nights
- Attend executive team meetings as requested
- Attend Board Meetings as requested

Special Events:

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

Other:

- Serve as a Brand Ambassador for Stomping Ground, promoting and representing the brand at all times

Compensation:

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