

Operations Manager

Part Time / 30 hours per week.

Flexible scheduling, M - F between 9a - 5pm.

Benefits including Medical, Dental, and Vision Insurance

Generous vacation and sick leave.

The Operations Manager is responsible for the efficient coordination of Remy Bumppo's administrative operations, contract management, financial operations, and oversight of bookkeeper. The Operations Manager reports to the Executive Director. Specifically, the Operations Manager is responsible for:

Operations Management

- Ensure smooth operations of all Remy Bumppo facilities, including the administrative office, rehearsal room, storage facility, and performance venue. This includes:
 - Manage infrastructure, business machines, and technology needs for employees, including phone and internet service, computers and software, printer and copiers, etc.
 - Ensure maintenance of furniture, office supply inventory, general office cleanliness
 - Coordinate & facilitate the utilization of spaces for meetings, rehearsals, classes, rentals, and events.
 - Manage security and facilities access
- Administration of company insurance policies for employees and business operations
- Formalize policies and procedures in accordance with HR and labor standards
- Oversee contract administration for all personnel, vendors and contractors including production freelancers; manage vendor relationships for operational vendors such as landlords and service providers;
 - Coordinate contract process and maintain files. Monitor deliverables and terms in partnership with department heads.
- Partner with production staff to ensure compliance with all relevant unions.
- Serve as the primary coordinator of rehearsal room rental to outside groups: determine availability, set fees, publicize, manage requests, agreements, access, and payments.
- Maintain not-for-profit status, tax-exempt documents, etc.

Finance Management

- Manage administrative operations for finance functions, including:
 - oversight of bookkeeper,
 - ensuring proper approvals and adherence to company policies regarding finances
 - Track and maintain payment schedules to ensure on-time payment of all bills
- Maintain the organization's financial procedures and ensure adherence to procedures by all staff.
- Track income and expenditures by monitoring monthly reports, statements,

reconciliations, cashflows.

- Assist the Executive Director, Artistic Director, Board Treasurer, and Finance Committee in short- and long-term fiscal planning; coordinate and assist in the creation of the annual budget
- Work with department heads to develop project and special budgets and projections, including internal and external budgets
- Manage administrative budget lines (approximately \$320k)
- Coordinate and oversee the annual audit and preparation of 990, including fieldwork in partnership with outside audit firm, delivery of draft and final versions, coordination of filing and signatures
- Act as staff liaison to the Finance Committee
- Ensure accuracy of payroll for bi-weekly staff payroll, weekly production payroll, and the accurate and timely processing of quarterly tax reports
- Maintain all tax records
- Prepare checks for bank deposits; report deposits for proper bookkeeping to bookkeeper, monitor petty cash.

Other

- Serve as one of the first points of contact for the Remy Bumppo office
- Coordinate logistics for Studio Bumppo classes: work with Artistic team to determine course offerings and instructor availability, ensure Marketing team has materials necessary for promotion, manage registrations and process payments, determine and coordinate facilities availability (physical or virtual)
- Other duties as assigned

Desired skills and experience

- Three years relevant experience, preferably at a performing arts or non-profit organization
- Highly proficient with Google Suite especially Sheets, or Microsoft Office especially Excel.
- Demonstrate a high level of organizational and collaborative skills
- Possess strong communication, negotiation and relationship-building skills
- Demonstrate a superior level of customer service and follow-up skills
- Previous experience with CRM, Quickbooks or other accounting software, and project management software a plus.

Compensation and Benefits

- Annual compensation is \$30,000.
- Employee benefits include paid sick leave, generous vacation time under the Responsible Vacation Policy,, and health insurance, dental insurance, and flex time for evening work.

How to Apply

1. Interested candidates should submit a cover letter, resume, and two references to workwithus@remybumppo.org with the subject line "Operations Manager"

About Remy Bumpo Theatre Company

Our Mission

Remy Bumpo expands and enriches our community's view of the world, and our own, by producing both the great plays of the past and the important plays of today. As an ensemble-driven theater company, we author a more humane culture as we listen to, and seek to understand, the voices, the ideas, and the stories of one another.

Our Values

We believe in....

- **Language:** We cherish beautiful language—clear, precise, and nuanced—in the service of great storytelling. Words are the building blocks of knowledge and shape the ideas that shape our world.
- **Learning:** We champion the humanities as a force for examining ourselves, appreciating and understanding others, and exploring worlds we inhabit and those we discover. Using reason and imagination, we ask questions, prize complexity, embrace ambiguity, and challenge assumptions.
- **Diligence:** We strive to maintain an aesthetic of clarity and precision in our work through research and preparation, and through creating with courage and joy. This aesthetic informs the entire organization and the day-to-day commitment of the Artists, Board, and Staff.
- **Collaboration:** We build community and trust with collaborators through dialogue, respect, and openness. Our best work is done together. Our artistic success depends on the strength and equity of our entire company. Everyone's ideas and imagination have value in the creative process. Every artist is an instrument of curiosity and inspiration.
- **Diversity & Inclusion:** We prioritize and pursue a breadth and depth of experiences and perspectives, and cultivate a community where individuals are fully engaged in the work, are a respected part of the whole, and are empowered to bring their all to the art.
- **A Healthy Culture:** We create a joyful, compassionate workplace where the audience, artists, staff, and board are respected and supported, ideas are shared without judgment, and curiosity and risk-taking are encouraged. We value humility, see setbacks as learning opportunities, learn from criticism, and find inspiration in the success of others

Remy Bumpo Theatre Company provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

We strongly encourage applications from people of color and members of underrepresented groups.

