

velocity

DANCE CENTER

VELOCITY IS HIRING!

Office + Operations Manager

Position Information:

- **Hours:** 30 hours per week. Flexible schedule, but must meet established guidelines.
- **Compensation:** \$13 per hour.
- **Benefits:** Unlimited free dance classes, studio rental at the staff rate of \$7 per hour, access to professional development opportunities and performances including training, workshops, and occasional trips to major dance festivals or events. 6 paid holidays and 12 hours of paid sick time.
- **Position Start Date:** July 27th, 2014. Training to take place during July.

To apply:

Please send resume, cover letter, and two references by **June 23, 2014 at 5pm** to employment@velocitydancecenter.org . **Interviews will take place June 25th and 26th** and we will make our decision as quickly as possible. No phone calls please.

The Office + Operations Manager oversees the office, facilities, and operations for Velocity Dance Center including office management, concierge services, IT and technology, data base management; volunteer management, work/study program and intern program; all studio, space and theater rentals; ensures the successful presentation of all Velocity produced productions and events. This position reports to the Artistic and Managing Directors.

Qualifications Include:

- Experience in Nonprofit or Arts Administration.
- Bachelor's degree or equivalent.
- Reliability and self-motivation.
- Exceptional communication, problem solving and organizational skills.
- Acute attention to detail.
- Technology and software platforms required: Mac-based operating systems, MS Office with emphasis on Excel and Word; Gmail and Google Documents, DropBox; familiarity with PatronManager and Salesforce, Word Press, Mind Body a plus.
- Commitment to Velocity's mission.
- Experience managing others and comfort in instructing co-workers and volunteers.
- Knowledge of dance.
- Commitment to providing a welcome environment; and ability to relate well to a diverse community.

Position is responsible for:

Office Management and IT: Act as the primary contact for prospective students and renters; ensure the smooth operation of day-to-day activities, manage all office systems, includes data base management, information technology, inventory and supply purchases, and new student processing; work with Finance Manager to create systems to keep up to date and clean financials; interpret and explain Velocity's policies to a variety of users; maintain clear office manuals; manage mailings.

Facilities Management: Oversee facility maintenance and work with Velocity Technical Director to complete repairs, maintain equipment, and ensure the space is clean and ready for use; be the master scheduler, book all rentals; invoice all renters; ensure timely payments; manage all rental contracts; provide site tours; maintain clear calendars for classes and programs; analyze and develop solutions for office and facility needs.

Internship, Volunteer and Work/Study Program: Hire, schedule and oversee all office and production interns and Work/Study scholarship students.

Programmatic Assistance: Communicate with teachers about contracts, schedule and studio assignments; create and track contracts for various programs; prepare and process studio teacher binders; ensure successful presentation of all artistic programs including Velocity's BASH; coordinate/contract third party venue rentals; set up and oversee online box office, bar, front of house staff, volunteers; oversee House Management; work with production team to ensure clear communication around all production needs and attend monthly production meetings.

Emergency Contact: Serve as first point-of-contact for all staff, intern or customer issues, inquiries, or emergencies; communicate promptly with all necessary parties; available to be 'on call' during non-office hours.