



Operations Manager

SPECIFICATIONS: Full-time, salaried position; schedule may vary during performance weeks with some evening and weekend hours; paid vacation; free downtown parking.

POSITION SUMMARY:

Indianapolis Ballet is seeking an individual with a passion for the arts and the organizational skills needed to manage operations for a growing nonprofit. Reporting to the Executive and Artistic Directors, this position supports the Directors in financial, human resource, production, and facility management. Duties include planning, budgeting, database management, and student administration. Exceptional time management and excellent communication, verbal and writing skills in English are requirements of the position. Knowledge of classical ballet encouraged, but not required.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

Financial

- Oversee student database with regard to enrollment, class schedules, billing cycles, withdrawal, and payments; ensure charges are applied correctly.
- Oversee creation of reports from student database into Excel.
- Monitor scholarships and special payment plans for parents.
- Oversee accounts payable and accounts receivable through QuickBooks, Studio Director, and Bloomerang.
- Prepare bank deposits and payments.
- Prepare budgets for organization including Board meetings.

Office Management

- Supervise and schedule office assistants and bookkeeper.
- Maintain positive relations with company dancers, students, faculty, parents, Board members, Guild members, and patrons through excellent customer service and communication.
- Administer web-based software.
- Maintain and troubleshoot phone, computer, and printer equipment.
- Communicate information with Board of Directors.
- Create school and company calendars.
- Create internal staff calendar.
- Arrange and conduct administrative new-hire interviews in conjunction with Artistic and Executive Directors.

Human Resources

- Conduct new hire orientations and ensure proper paperwork is completed for full-time, part-time, contract, and work-study employees. Enter information into E-verify and ADP Run.
- Create contracts for resident and guest artists.
- File and communicate with Worker's Compensation.
- Facilitate Health Insurance information and applications.
- Meet with company dancers at regular intervals.

Program/Production Operations

- Assist the Artistic Director with planning productions and scheduling.
- Secure performance venues and coordinate details of contract with venues.
- Manage ticket sales and box office for productions.
- Ensure production requirements meet deadlines.

- Arrange accommodations, transportation, and dancer scheduling for tour dates.
- Serve as point of contact for venues and communicate production requirements with Production Manager, Artistic Director, Lighting Designer, technical crew, staff and volunteers.
- Create production and tech schedules and communicate with the appropriate parties.
- Coordinate load in/out of productions.

Facility Management

- Manage facility rental and serve as point of contact for landlord, repair people, IT contractors, and parking lot manager.
- Schedule maintenance for elevators, printers, HVAC units and other items.
- Monitor cleaning and daily maintenance of facility.

MINIMUM REQUIREMENTS:

- Four-year degree or equivalent with 3+ years of relevant professional work experience in operations.
- Excellent verbal communication and writing skills in English.
- Proficient knowledge of Microsoft Excel, Word and MS Office Suite.
- Knowledge of QuickBooks with ability to maintain database, run queries and generate accurate reports.
- Ability to manage multiple projects simultaneously.

Other Skills

- Knowledge of Studio Director and Bloomerang preferred.
- Flexibility, professionalism, accountability and ability to work with a culturally diverse population in a collaborative manner.

CONTENT OF CONFIDENTIAL INFORMATION: Must maintain confidentiality regarding programming and marketing plans, organizational financial information, staff and student biographical information.

PHYSICAL REQUIREMENTS:

This position requires the ability to sit for long periods of time to conduct daily business operations. Position also requires the hearing and visual acuity to converse with internal and external constituents in person, over the phone, and via electronic communication with or without reasonable accommodation. Manager will need to maneuver behind and around the stage and move throughout the theatre to conduct business during rehearsals and performances. Ability to lift, pull or push up to 20 pounds when necessary.

SUPERVISION: Reports to the Executive and Artistic Directors, but must have the ability to work independently, be self-motivated, and make sound decisions in the best interest of the organization.

TO APPLY: Send resume, cover letter, and salary requirements to vlyras@indyballet.org.