

Operations Manual

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The Function of Operations

The function of the operation department is to oversee all weekly duties that ensure the dance is properly executed, functioning, and maintained on a consistent basis to ensure quality of the Portland Blues Jazz and Dance Society product.

The function of the Co-Director Operations board member is to head and manage the Officers, Hosts, and the dance itself. The operations head has been broken up for two leadership positions to effectively perform all responsibilities. One Co-Operation Director will be in charge of all operation that happens at the dance. This position will be known as the “boots on the ground.” The other Co-Operation Director will be in charge of the weekly administrative work that coincides with the operations of the dance. It is equally important for each Co-Operation Director knows one another’s roles, and be able to be to perform them.

Boots on the Ground

Below of a list of responsibilities for the Boots on the Ground Co-Operational Director is required to complete during the course of the dance each week.

Pre Dance

- Open up the dance by 6:45pm
- Unlock doors
- Turn on lights
- Set temperature (heat or AC depending on the season)
- Sound check the DJ booth
- Set up kitchen
 - Fliers
 - Feedback box
 - Cups for water
- Take out garbage if needed
- Take out Tuesday Blues sandwich board
- Set up white board
- Set up table for the door
- Put Jam list at the DJ booth
- Arrange ballroom (tables and chairs)
- Set up cash box
- Make opening announcements after the lessons

During the Dance

- Check in at the door periodically
- Act as Security
- Head announcements and announce birthday Jams
- Close up cash box after announcements

After Dance

- Get cash amount needed for the cash box to be changed

Behind the Scenes

Below of a list of responsibilities the Behind the Scenes Co-Operational Director is required to complete during the course of the week of the Dance.

- Take deposit home
- Get the cash to purchase the change necessary to maintain the float fund
- Make the deposit to the Bank
 - Email Treasurer the amount that was deposited and when.
- Input numbers from the door sheet into Tuesday Blues Spreadsheet
- Fill in the TB Schedule on Google Docs for operation portion
- Manage and recruit Hosts

- Have Hosts sign contract and return to Secretary and Strategic Director
- Act as primary correspondent to Directors, Host, guest performers, and Melody Ballroom
 - Relay information from Board meetings to Officers
 - Contacting and being in communications with appropriate Officers for special events
 - Guest performers (Rose city Sweets, Stump Town Stompers, etc.)
- Input Emails Address into iContacts
- Ensure that Tuesday Blues has proper supplies of:
 - Cups
 - Door sheets
 - Email sheets
 - Jam Sheets
 - Feedback forms
 - Pens, gum, mints, Etc.
- Send out monthly/quarterly reports to PB&J Board
- Enter the Host schedule into the web scheduling documents and notify the Hosts of their assigned shifts by the Saturday before their shift and request confirmation by the next Monday

Joint Responsibilities

Co-Operation Directors have common tasks and responsibilities that require them to work together on.

- Interviewing potential Hosts
- Interviewing potential board members
- Training/delegating training of Hosts, board members, and volunteers
- Working with the appropriate Officer in organizing special events
 - Live band events: Volunteer Coordinator, Live Music Coordinator
 - Workshops: Volunteer Coordinator, Workshop Coordinator
 - DJ Battles: DJ Coordinator
 - Competitions: Volunteer Coordinator, Promotions Director
- Providing Security for the Dance and managing conflict on the floor
- Updating operations manual
- Planning bi-annual volunteers appreciation night

Officers

The Co-Operations Directors are responsible for the officers that contribute to the running of the dance. The officer's work is to be monitored to ensure efficiency. Officers are independently acting, and do not need to be heavily managed. All officers' positions are volunteer base.

Compensation is free admittance to the dance. Once an officer steps down from their position in good terms, they receive free admittance to the dance for 6 months.

Officers of the Operations Department

- Volunteer Coordinator
 - Schedule Door and closing volunteers for the week
 - Fill-in door position when volunteers call-out
 - Work door, if volunteers do not show up
 - Actively recruit volunteers when needed
 - Follow up with people who inquire about working the door
 - Assess the need for more volunteers
 - Check-in at the door with every volunteer
 - Train new door volunteers
 - Answer general questions that volunteers have
 - Help facilitate any needs that come from the operation department that affect the door.
 - Fill out the list of volunteers on the door sheet
 - The Volunteer Coordinator should be at the *majority* of dances in the year

- They must arrive at the latest 9 pm and stay until the end of the last door shift
- DJ Coordinator
 - Schedule DJ's
 - Recruit new DJ's
 - Manage DJ mentor program
 - Conduct DJ meetings
 - Plan and run DJ battles
 - Organize DJ education
 - Have all new DJs sign and return DJ contracts
- Instructor Coordinator
 - Schedule instructors
 - Recruit new instructors
 - Negotiate instructors rates as per the Board's budget allows
 - Have all new instructors sign and return instructor contracts

DJ's

DJ's are not considered volunteers or employees. DJ's are independent contractors that work with Tuesday Blues. The DJ Coordinator is in charge of the scheduling of DJ's, and the DJ's are given the payment the night that they DJ from the Treasurer.

- For shifts from 9:00 PM to 12:00 AM, play at least 60% of songs from Blues music, as exemplified by the following genres: Chicago blues, country blues, delta blues, jazz blues, Louisiana blues, Memphis blues, Mississippi blues, piano blues, Texas blues, vintage blues;
- For shifts from 9:00 PM to 12:00 AM, play up to 40% of songs from "Blues-influenced" music, as exemplified by the following genres: blues-rock, gospel blues, jazz, jump blues, soul, rhythm & blues;
- For shifts from 9:00 PM to 12:00 AM, play no more than 20% of songs from music other than "traditional" or "blues-influenced" genres;
- Duties (a) through (c) do not need to be followed for Busted Blues nights;
- Spend majority of time DJing at the booth and not dancing to better focus on the floor;
- Continuously play music during each shift (no significant gaps between songs);
- Remain attentive to the audience reaction to music and adjust as the DJ sees fit;
- Refrain from playing music with vulgar lyrics before 12:00 AM;
- Comply with the Guidelines set forth by PB&J as posted on the website; and
- Be receptive to feedback and guidance offered by Board members or the DJ Coordinator

Instructors

Instructors are not considered volunteers or employees. Instructors are independent contractors that work with Tuesday Blues. Instructor rates vary. The Instructor Coordinator is in charge of the scheduling of instructors. Instructors that teach the fundamental lesson are paid on the night that they teach. Instructors that teach the themed series lesson are paid in two installments. Payments for instructors that teach the blues clinic vary, and get paid the night that they teach. All instructors are required to sign a PB&J instructor contract in order to teach.

- Fundamental lesson that is 30 minutes long 8:30 pm - 9 pm
- Themed series lesson 7:30 pm - 8:30 pm
- For current list of instructors please see Instructor Coordinator
- Blues clinic falls on the 5th week of any given month

Hosts

Hosts are responsible of managing the simple tasks of the dance and closing up the ballroom. The Host is an independent contractor, and is not a volunteer or an employee of PB&J. The Behind the scene Co-Operation Director is in charge of scheduling the Hosts. The Host's check is distributed by the Treasurer. There are currently 3 Hosts, and each Host has a set week that

they host Tuesday Blues. All starting Hosts will be on a 2-month probation period after training. After the 2 months, an Operations Director will check in with the Host to see how the position is working and if the Host would like to continue with it.

The Host is entrusted with a set of keys to the Ballroom. The Behind the Scenes Co-Operational Director is responsible for the closing set of keys getting to the next Host.

- Check the cup count/stock (communicate purchasing needs to Operations Directors)
- Start the night with Welcome after fundamentals lesson (9:00PM)
- Manage lighting to set a comfortable and safe environment throughout the night
- Be available to handle questions from dancers and volunteers
- Clean up through the night
- Check in with DJ's between transitions (about 10 min before the hour)
- Close up shop (see Host closing check list)
 - Close all windows
 - Set AC and Fan controls to Auto, set temperature between 60 and 70 degrees
 - Move chairs and tables back
 - Sweep floor
 - Put away PB&J supplies, flyers, and white board
 - Take out garbage in ballroom and bathrooms (if needed)
 - Power down sound system
 - Turn off all lights
 - Lock all doors
 - Put garbage in dumpster
- Call or Text PB&J board member at the end of the night

Volunteers

PB&J volunteers are most commonly in charge of running the cash box at the door, assisting with opening, and closing of the ballroom. Volunteers are compensated with free admission to the dance for the night that they volunteer. The Volunteer Coordinator is responsible for the scheduling and recruitment of each volunteer.

- Take money for admissions and give proper change
- Tally attendees: paid, Blues Bucks cards, 1st timers, staff, and ambassadors
- Sell Blues Bucks and Blues Bucks Plus cards
- Help set up
- Help take down

Sustainable Growth

Not only do the Co-Operation Directors have vital responsibilities that keep the organization running from week to week, but also the Co-Operation Directors are responsible for growing the organization itself. There are many undefined positions and roles that have not yet come into light that will enhance the operation of the dance. Each co director is in charge of continually defining, refining the roles of operations, and ensure that the department is sustainable.