Job Opening: Operations Manager

Part-time position
Flexible work schedule
Salary: $20,000/annually

For more than 20 years Beale Street Caravan (BSC) has been capturing and exporting the sounds of Memphis and the Delta region. It is our mission to celebrate the culture of our region by sharing our music with the world.

Beale Street Caravan, the most widely distributed blues radio station in the world, attracts more than 2.4 million listeners each week. Produced in the home of the blues and the birthplace of rock and roll, BSC covers the world with the Sounds of Memphis. Each week, our audience experiences the heartfelt sounds and colorful stories of Memphis music in intimate, live-in-concert performances.

The right person for this position loves Memphis music and enjoys public radio, podcasts, and other content platforms that inform and inspire. They are organized, detailed, self-motivated and have excellent writing skills. This position is currently part-time and there is some flexibility in the hours. BSC is a small and nimble organization and we are growing fast. We need special and talented people that want to grow with us. Interested applicants should send a resume and cover letter to info@bealestreetcaravan.com.

Responsibilities

- Provide oversight and execution for administrative functions of the organization including but not limited to financial processes, communications, distribution, and data entry

- Weekly Distribution of radio program, podcasts, and other serial content to multiple outlets
• Serve as the point of contact for participating stations
• Schedule and execute Social Media posts and content
• Writing website copy, content descriptions, and bios
• Merchandise inventory management and fulfillment
• Assist the Executive Director in strategic planning, program development, and fundraising
• Maintain workspace / order supplies
• Refine internal systems, processes and workflows in collaboration with the ED
• Assist the ED in strategic planning, program development, and fundraising
• Other duties as assigned

Job Qualifications and Required Skills

• B.A. or B.S. degree in Broadcast Journalism, Music Production, Business (Marketing), Communications, or a related field (Desired)
• Three years of experience working in the broadcast, music, or communications industry (Desired)

Professional writing experience / Experience with social media campaigns / Excellent communication and interpersonal skills / Ability to adapt to a changing environment / Strong business acumen and systems thinking / Flexibility in scheduling / Data entry/database management / Microsoft Office/ Google Business Apps/ Dropbox/ MailChimp
Beale Street Caravan provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Beale Street Caravan complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. 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.