OPERATIONS MANAGER
Deadline to apply: August 17, 2022

Job Type
Full-time, Exempt

About the Organization

On the Boards invests in leading contemporary performing artists near and far and connects them to a diverse range of communities interested in forward-thinking art and ideas. As one of the leading organizations of our size and focus in the United States, OtB produces unique performance projects by leading artists and creates one-of-a-kind experiences for our audiences. We make significant investments in the performing arts community to help increase the quality of new work created. We contribute to the vitality of arts and culture in our region by helping launch and continue the careers of some of its most promising artists while growing audiences for experimental performance.

On the Boards is an equal opportunity employer. We seek to recruit persons of diverse backgrounds and support their retention and advancement within the organization. We believe that having a board and staff with diverse personal and professional backgrounds enhances our ability to meet our mission.

Summary

The Operations Manager position is a full-time role reporting to the Executive Director. This person will play a critical role in managing the day-to-day effectiveness of OtB operations, including finance, human resources, vendor relations, health and safety policies and procedures, board support, information technology, tenant management and general operations. This position will play a collaborative role in developing and implementing systems that increase the quality and efficiency of our work, supporting our ability to grow and expand our mission. This position touches all areas of mission delivery, including programs, finance, board governance, HR, communications, and patron and donor services. This is an outstanding opportunity for an experienced, motivated, and detail-oriented individual.

This is a full-time, exempt position. Flexibility to work evenings, weekends, and occasional travel is necessary.
• Human Resources - works with the leadership team and the HR consultant in the oversight, development, execution, and updating of HR policies and processes
• Operations – oversees development and execution of all tasks related to smooth business processes
• Information Technology - works with the leadership team and the IT consultant in the oversight, development, execution and updating of IT policies and processes.
• Facilities - Oversees building maintenance and security, with support of a facilities manager.
• Finance and Accounting - Works with operations team to ensure timely and compliant financial management and bookkeeping processes
• Board Support - provides administrative support to the board of directors
• Production – provides administrative support during performances

Salary and Benefits
$50,000 - 55,000 annually
Medical, vision, dental, and life insurance; a 403(b) plan
Paid time off, including holidays, vacation, and sick leave.

Work and COVID Policy

You must be vaccinated to the level recommended by the CDC to provide immunity. You may request a medical or religious exemption from vaccine requirements.

This position is 40 hours a week on-site; remote work will need to be pre-approved by a director. Candidates must be able to commute reliably to our office in Seattle.

Inclusiveness Statement

On the Boards is committed to providing an inclusive workplace that fully utilizes the talents of our team members to achieve our mission. We are committed to fostering a workplace culture that is inclusive of people regardless of their race, ethnicity, national origin, gender, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs, or any other non-merit fact, so that all employees feel included, equally valued, and supported

Requirements

Competencies
• Fosters positive professional relationships through active listening, well-developed verbal and written communication skills, and strong attention to detail
• Works well with diverse audiences, including artists, patrons, donors, board members, peers, volunteers, and supervisors
• Proactive and focused on defining the next steps required to advance administrative processes
• Maintains and demonstrates a customer focus consistent with OtB’s values
• Uses good time and project management skills, demonstrated by meeting or exceeding deadlines, maintaining an accurate work calendar, and anticipating the time requirement of tasks and projects
• Highly organized and can prioritize tasks while handling interruptions professionally
• Proficient in utilizing technology to manage time and projects
• Represents On the Boards in a professional manner, as demonstrated by appropriate appearance, speaking, and writing skills, disposition, and overall demeanor

Qualifications

You must be able to perform well under pressure and quickly prioritize tasks. The ideal candidate has the foresight to anticipate needs, likes to solve problems, and enjoys efficiently handling detailed information to make processes flow well. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may enable individuals with disabilities to perform the essential functions of this job.

Required Qualifications

1. 5-7 years of experience working in operations coordination, finance coordination, office management, etc.
2. Experience being lead or primarily responsible for project execution/work tasks
3. Bachelor’s degree or equivalent experience
4. A high degree of computer literacy, excellent skills in MS Suite, including Teams, Sharepoint and Azure, and the desire and ability to learn new programs and applications as needed
5. Excellent interpersonal and communication skills
6. Ability to exercise independent judgment to prioritize tasks according to importance and time sensitivity
7. Ability to work from OtB office in Seattle 5 days per week

Desired Qualifications

1. Experience working in an accounting system such as QuickBooks or MIP
2. Experience working with an HRIS system such as Paylocity, Paycor, or Paycom
3. Experience working or volunteering in a nonprofit organization
4. Work, volunteer, or personal experience with diverse communities

Physical Requirements

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to communicate clearly and effectively to others in person, over the phone, on a computer
- Ability to sit at a desk/office setting for most of the workday. (Includes work from home.)
- Ability to work with a keyboard (or an alternative way of communicating with a computer) and to view a lighted computer screen for extended periods in standard office conditions and lighting
- Ability to lift 30 pounds and move furnishing required for set up of events.
- Ability to navigate through our building, including accessing multiple stairways, climbing ladders, and other difficult / atypical areas.
- Access to reliable transportation to commute to and from OtB’s office, as needed.

DEADLINE: August 17, 2022
Please email your cover letter and CV to hr@ontheboards.org. Questions may also be directed to that email address. Thank you for your interest!