**Title:** Operations Manager  
**Date:** January 2022

**Reports to:** Director of Operations  
**FLSA Classification:** Full Time- Exempt

**Department:** Operations  
**Pay Range:** $55,000 Annually

**Job Summary:**
The Operations Manager is a senior member of the Operations Department and works closely with the Director of Operations in supervising all aspects of the Operations Department. The Operations Manager works closely with the Production Department and the Finance and Administration Department on the planning, advancement, execution, and close out of all events at the Atlas Performing Arts Center.

**Supervisory Responsibilities:**
- None

**Duties & Responsibilities:**

- **Department Management**
  - Serve as the Manager on Duty for all performances and events, primarily Wednesday thru Sunday evenings
  - Work closely with the Director of Operations in the execution of their duties
  - Participate in the creation and management of department budgets
  - Attend weekly Operations Department meetings, production meetings, cross-departmental meetings, and ad hoc meetings as required
  - Support fellow team members in their duties as necessary to ensure a seamless and professional experience for both internal and external clients
  - Support a safe and healthy workplace by assisting as safety officer

- **Event Management**
  - Lead the nightly briefing and actively manage the Operations Checklist
  - Oversee the facilities maintenance team and facilities porters, documenting and managing adjustments to policies and procedures to ensure a clean and safe workplace
  - Serve as a primary user of Ungerboeck, the event management system used by the Atlas Performing Arts Center, and connected software solutions, supporting the execution and closeout of work orders to ensure a smooth and successful experience for the end users of the Atlas
  - Work with internal and external clients to create top quality events while upholding the highest standards in professionalism
  - As necessary, support Atlas teams and clients with hands-on project participation
**Required Skills & Abilities:**

- Superior people skills in a customer service environment
- Excellent verbal and written communication skills
- Proficient in Microsoft Office Suite with knowledge of industry-specific software such as Ungerboeck, CAD programs, Lightwright, Qlab or Isadora, etc
- Organized with attention to detail
- Excellent financial, administrative, and organizational skills
- Excellent interpersonal skills and ability to work well with a team
- Ability to work nights and weekends
- Ability to multi-task under time constraints and effectively lead staff
- Ability to operate in a flexible manner and adapt to changing circumstances.

**Education & Experience:**

- Minimum three years of experience as a member of an Operations, Production, or Stage Management team in a multi-venue arts facility.
- Experience reading architectural and theatrical design drawings is preferred.

**Physical Requirements:**

While performing the duties of this job, the employee is regularly required to communicate in person, on the telephone, and electronically. The employee is frequently required to use hands to finger, handle, or feel in order to operate computer keyboard, office equipment, and other essential tasks. The employee is frequently required to sit, stand, walk, bend, stoop, crouch, and reach with hands and arms. This position infrequently lifts, carries, or otherwise moves and positions objects weighing up to 50 pounds and may walk as much as 1 to 2 miles using stairs. **Prolonged periods in fast paced, dynamic environments.** Must be able to work evenings, weekends, and holidays with frequent work 5 to 6 days per week.

Office environment - primarily seated, using computer, phone and other routine office equipment.

**Benefits:**

Health, dental, and vision insurance, paid vacation, holiday, personal days and sick leave, Costco membership, retirement.

**An Equal Opportunity Employer**

*Atlas Performing Arts Center is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

*Interested candidates should submit a cover letter, resume, and three professional references via atlasperformingartscenter.easyapply.co*