



## **Operations Manager**

Full Time | Compensation: \$38,000 - \$44,000 yearly

*The mission of the Jazz Arts Group (JAG) is to advance and celebrate the art of jazz through performance and education.*

### **Job Summary**

The Operations Manager works cooperatively with the Chief Executive Officer and directors, providing internal leadership for Jazz Arts Group operations and oversight for the day-to-day management of the organization.

### **Job Tasks, Responsibilities and Authorities**

- Monitors and enforces JAG operational policies and procedures, including, but not limited to:
  - Office Management
  - Financial Processes
  - Database Management
- Assists in the development of broad-based plans and goals, working closely with JAG staff to create and implement plans in support of JAG's strategic goals.
- Assist with design and implementation of metrics, data reporting methods, and evaluation strategies for administrative and programmatic applications. Create and distribute both internal and external reports that outline the outcome(s) of individual program/production and organizational metrics.
- Facilitate staff training and resourcing related to operational success.
- Monitors all administrative leases and contracts.
- Design and oversee internship & volunteer programs; work with staff to determine current needs and develop expectations, position descriptions, and tools for evaluation.
- Establish and oversee the JAG master operational calendar.
- Additional responsibilities as defined by the Chief Executive Officer.

### **Supervision**

The Operations Manager reports to the Chief Executive Officer of Jazz Arts Group. The Operations Manager oversees the administrative and operations department, supervising the Office Administrator & Database Specialist.

### **Qualifications**

- Bachelor's degree required, with five to seven years experience in management, administration or related field.
- Ability to collect, organize, and critically analyze large amounts of data.
- An ongoing commitment to increasing knowledge and experience.
- Demonstrates organizational skills and attention to detail; excellent verbal and written communication skills.
- Demonstrates collaboration skills, including cross-departmental collaboration.
- Ability to work extended or irregular hours, including nights and weekends.
- Proficiency with various software programs including Word, Excel, Outlook, Powerpoint, Sharepoint, Google Sheets. Additional experience with CRM systems preferred.

### **To Apply:**

Send a resume and cover letter to Kendal Smith, [ksmith@jazzartsgroup.org](mailto:ksmith@jazzartsgroup.org), no later than **Monday November 28, 2022**.