



## **POSITION POSTING**

Operations Manager  
Last Updated 10/8/23

### **ORGANIZATION OVERVIEW**

The Jazz Arts Group of Columbus (JAG) is America's premier not-for-profit arts organization dedicated to producing, performing and promoting Jazz music. The organization's mission is to advance and celebrate the art of jazz through performance and education. JAG performances include Jazz at the Southern, our premiere series featuring the Columbus Jazz Orchestra led by Byron Stripling, Jazz at the Lincoln, a series dedicated to rising stars, local legends, national acts and more, JazZoo at the Columbus Zoo and Aquarium, and a robust schedule of educational and community performances. Jazz Arts Group welcomes more than 12,000 patrons and students annually to its performances, events, and trainings.

### **POSITION**

Jazz Arts Group seeks an Operations Manager to ensure the integrity of organizational systems and the smooth day-to-day operations of the organization. Areas of responsibility include assisting with bookkeeping, coordinating operations between JAG's two locations (administrative offices and Jazz Academy), preparing deposits, overseeing inventory and supplies, report preparation, executive administrative support, and office management. The ideal candidate will have a strong background in office administration and finance as well as excellent communication, organization, and administrative skills.

### **REPORTS TO**

Chief Executive Officer

### **RESPONSIBILITIES**

#### **FINANCE**

- Work with bookkeeper and JAG support staff to manage financial tasks, including daily revenue reports, bill payment, A/R, A/P, issuing checks, and maintaining all related files and records.
- Serves as point person for purchasing, completing purchases when possible or delegating them to appropriate staff.
- Serves as point person for banking, including preparing and delivering deposits, retrieving and filing statements, and managing bank cards/credit cards/payment systems.
- Receive all gifts and donations, including proper booking, reporting, and passing of information to development staff.
- With support from bookkeeper, prepare monthly and event-based reports for the CEO and Board of Directors.

- Conduct analysis as needed on revenues and expenses in partnership with CEO and bookkeeper.
- Manage invoicing and payment as needed for JAG earned revenues, and/or support fellow staff in doing so.
- Work with staff on grant applications and reporting, providing budgets, forecasts, and other financial data as needed.
- Regularly assess JAG's financial workflows and filing practices for efficiency and adherence to best practices, updating systems as needed.
- Collect data for year-end audit and tax return preparation; provide data for auditor requests.

### **OPERATIONS/ADMINISTRATION**

- Respond to staff requests for account reports and needed analytical data.
- Liaise with insurance broker, obtain policy renewals, certificates of liability for events, contracts, and up to date policy information.
- Ensure on-time and accurate reporting to music licensing companies such as BMI, ASCAP, etc.
- Responsible for obtaining and documenting information concerning major business purchases, assets, and any office improvements. Responsible for preparing and administering RFPs for major purchases.
- Develops and maintains office systems as needed with support from the CEO.
- Ensure the overall smooth running of the JAG's internal administration and its cost-effectiveness.
- Maintains JAG inventory and conducts annual analysis of assets.
- Supports CEO with meeting preparation and management, including staff meetings, board meetings, and high-level meetings with external partners.
- Serves as part of the special events team.
- Other duties as assigned.

### **REQUIRED CHARACTERISTICS**

**Creativity:** Uses unique approaches and inventiveness. Seeks new alternatives and ideas. Takes appropriate action, and is efficient, resourceful, and creative in attaining position objectives. Ability to be self-directed.

**Initiative:** Level of interest in role development, degree of motivation, and willingness to improve performance and increase job knowledge.

**Justice Minded:** Seeks equitable outcomes and has a strong sense of fairness and ethics. Has or is willing to develop the skill of identifying and eliminating bias in self and in cooperative situations. Treats others as they wish to be treated.

**Teamwork:** Ability to interact and develop relationships with co-workers, give and receive constructive input, contribute ideas and viewpoints, adapt to changing circumstances and expectations and commitment to understand and remedy interpersonal conflicts.

**Work Habits:** Demonstrates commitment, dedication, cooperation, positive behavior, adaptability, and flexibility with changes in jobs and duties. Being able to anticipate change and bring about changes when they are needed with proper professionalism. Ability to schedule workload, set priorities and manage time in order to complete assignments and fulfill responsibilities.

**Passion for the Arts:** Desire to serve a common goal of creating and producing performing arts, which is a highly collaborative, deadline-driven, and complex endeavor. Must have affinity for the mission of JAG and know or be willing to learn more about jazz music.

## **REQUIRED QUALIFICATIONS**

- Bachelor's degree in business, non-profit administration, accounting, or related field.
- 4+ years relevant work experience (advanced education may compensate for some work experience)
- Proficiency in Mac Operating System, Microsoft Office Suite, Google Workspace, Adobe Acrobat, and cloud-based systems generally.
- Very strong attention to detail
- Strong budgeting and financial analysis skills
- Strong organizational, verbal and written communication, problem solving, and teamwork skills
- Self-directed and able to establish systems with input from Executive Director.
- Ability to design and write basic financial reports
- Ability to work on multiple projects and manage competing priorities
- Able to work occasional evenings and weekends.
- Must be able to transport self and use own vehicle for work purposes.

## **DESIRED QUALIFICATIONS**

- Non-profit bookkeeping experience
- Experience in customer service and/or board relations
- Familiarity with music, the arts and/or jazz music

## **TO APPLY**

This position is full time with some opportunity to work offsite. The flexibility to work some evenings and weekends is necessary. Benefits include paid vacation, sick time, and holidays, participation in JAG's health, dental, vision, and life insurance plans, complimentary tickets to Jazz Arts Group performances, and more. Salary is commensurate with experience and the non-profit arts industry. Salary range will be shared with those candidates who advance past the first interview.

To be considered for the Operations Manager position, please send a resume/work history and letter of interest to [kcoy@jazzartsgroup.org](mailto:kcoy@jazzartsgroup.org) by November 15. This is an immediate opening and qualified and interested candidates are encouraged to apply asap. Please, no phone calls.

Jazz Arts Group is an equal opportunity employer. Applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Last updated: October 16, 2023