

Thursday, January 18, 2018

Earthdance Operations Manager

Company: Earthdance Creative Living
Location: PLAINFIELD, MA

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Context:

Earthdance is an artist-run workshop, residency, and retreat center, run by resident staff and volunteers, and located in the Berkshire hills of Western Massachusetts. We provide a dynamic mix of dance, somatic, and interdisciplinary arts training, with a focus on sustainable living, social justice, and community. Earthdance has been spearheading innovative arts programming and maintaining a beautiful facility for rental groups in the Pioneer Valley for over three decades. www.earthdance.net

At this time, inspired by a commitment to equity, social justice, and sustainability, Earthdance community members, staff and board are researching innovative organizational models and are interested in less hierarchical and more cooperative structures. A change in structure could mean a re-ordering of how we hold tasks, roles and responsibilities, and the shape of this position may change over time. We are especially interested in candidates who are committed to undoing oppression, and expect that new hires will collaborate with us in this exciting process.

Position:

The Operations Manager is a Core Staff position, responsible for planning, directing, and coordinating daily operations of Earthdance, collaborating with staff in the areas of kitchen, buildings and grounds, office, and human and material resources. The Operations Manager coordinates the Volunteer Program, and works with staff and residents to facilitate smooth functioning and communication. The Operations Manager is an important on-site presence, responding to needs and issues as they arise.

Primary areas of responsibility:

Facilitates the coordination of daily operations of Earthdance among the core staff;

Communicate directly with rental organizers, acting as primary logistical liaison between Earthdance and rental clients, and event host during rental programs.

Leads in selecting and orienting volunteers, arranging training and housing for volunteers, and stewarding the Earthdance volunteer program.

Areas of responsibility may include:

Prompts planning and preparation of work schedules and assignment of volunteers to specific duties.

Maintains meeting schedules and agendas.

Directs and supervises volunteers engaged in Earthdance operations.

Identifies volunteer projects and steers collaborative prioritization.

Attends to the Earthdance budgets and reviews financials on an ongoing basis, with particular oversight of the household expenses.

Stays abreast of issues relating to code compliance and safety for Earthdance buildings and grounds with Buildings & Grounds Manager.

Manages logistics and lodging coordination with all rental group organizers.

Responsible for organizing weekly All Staff meetings, House Cleans, and Volunteer meetings.

Attends weekly Core Staff meetings, and Operations Meetings

Occasionally leads meal preps and meal cleans for rental groups and Earthdance programs.

Meets regularly with Buildings & Grounds Manager, Kitchen Manager, and Office Manager.

Ensure another staff member is sufficiently familiar with these job duties to enable him/her to take over with reasonable proficiency as an interim successor.

Performs other duties as assigned.

Skills/Competencies:

Bachelor's degree in a relevant field, or comparable experience

Strong team leadership skills in a live/work environment

Ability to work for condensed periods of time under pressure, with high volumes of people

Ability to manage personal work schedule depending on requirements/responsibilities as needed

Professional demeanor and work ethic

Strong administrative capacity; strong email and telephone response-time and etiquette

Ability to develop schedules and budgets using Microsoft Excel

Written and verbal communication skills

Problem-solving skills

Self-motivated, able to self-direct and take direction

Ability to maintain positivity and composure under pressure

Ability to handle changes in work priorities with ease

Ability to interface with others using tact and diplomacy
Ability to maintain confidentiality of information
Experience hosting and coordinating program logistics and operations
Experience supervising and leading teams

Preferred Skills/Competencies:

Strong interest in, and previous experience with, cooperative living, community building, and social justice
Background in customer service and hospitality

We are considering candidates at 20-30 hours/week year-round, depending upon circumstances. Work often requires availability on weekends. This position receives hourly pay at MA minimum wage (\$11/hour). It is offered as a residential Core Staff position with on-site Room & Board offered with deduction. Local residents will be considered for an off-site position. Benefits include paid vacation time (at 30 hrs/week), complimentary workshops and contact improvisation jams, access to Earthdance studio spaces, guest privileges, and community development opportunities.

Earthdance prefers a two-year minimum commitment; however, this is at-will employment. Position start date is upon hire.

Women, People of the Global Majority, LGBTQIA, and/or those differently abled are encouraged to apply.

To apply: Send a cover letter, resume, and two professional references to jobs@earthdance.net. Please include job title in email subject.

Apply today! Priority deadline: February 5, 2018

Position start date upon hire

Earthdance Creative Living
252 Prospect Street
PLAINFIELD, MA, 01070
4136345678
www.earthdance.net

For more information:
Office Manager
contact@earthdance.net
4136345678

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