

Tuesday, June 12, 2018

Operations Manager

Company: Mark DeGarmo Dance

Location: New York, NY

Compensation: Commensurate with experience. Benefits package can be discussed.

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Founded in 1987, Mark DeGarmo Dance (AKA Dynamic Forms, Inc.) is a nonprofit organization that has produced over 100 dances and 28 international tours involving cultural diplomacy and exchange in 12 countries in Latin America and Europe. Mark DeGarmo Dance's education programs have national significance and target NYC PreK-5 multicultural public school students and communities under-served in the dance arts. The organization annually serves over 45,000 individuals across all education, performance, and intercultural community programs and up to 1,000 students and 200 classroom teachers in five schools.

We seek an Operations Manager to systematize day-to-day running of the business, to help grow our nonprofit, and to support the Founder, Executive & Artistic Director's multiple, and often off-site, time-sensitive responsibilities. The full-time position is an excellent growth opportunity for a skilled career professional to plan, prioritize, and build operating capacity for the organization over the longer term. The Operations Manager will report to the Executive & Artistic Director.

Responsibilities:

- o Run our office/studio and activities in our schools and varied communities across programs.
- o Maintain schedules, timelines, supplies, deliverables, and deadlines of all operations and programs.
- o Manage operations, schedules, deliverables, and communications of our performance, touring, and artist-scholar programs.
- o Keep accurate records and maintain clear paper and digital filing systems, as needed.
- o Coordinate and support HR across positions, including timesheets, reporting, and deadlines.
- o Maintain accurate bookkeeping, and staff accountant's reports and audits.
- o Write an operations manual reflecting the full scope of our activities and deadlines.
- o Work closely with Mark DeGarmo to support his roles and responsibilities and Mark DeGarmo Dance's vision, mission, core values, programs, and clients.
- o Adept at navigating interactions with diverse stakeholders and perspectives (e.g., board members and candidates, donors, agencies, elected officials, presenters, school administrators, parents/families/care providers, students, staff, consultants, volunteers, vendors, community members, international colleagues, and others).

Key Attributes:

- o Excellent organizational and time management skills.
- o Superb written and verbal communicator.
- o Enjoy and skillful at managing multiple projects simultaneously, including fundraising and cultivation event planning, execution, and evaluation.
- o Resourceful problem solver.
- o Skillful at establishing and maintaining operational structures that increase organizational effectiveness.
- o Entrepreneurial self-starter with ability to work independently and as part of a team with proven track record managing operations for arts and culture organizations (dance desired but not required).
- o Exceptional attention to detail and deadlines- and results-oriented.
- o Relationship builder with flexibility and finesse.
- o Ability to lift up to 20 pounds and climb a ladder.

Qualifications:

- o 1-5 years' experience in a similar position.
- o Bachelor's degree or equivalent.
- o Broad and deep experience in best practices managing organizations.
- o Excellent computer skills including at least 3 years' experience with in MS Office suite (Access, Excel, Word, and PowerPoint).
- o IT skills in computer, cloud, and website maintenance using WordPress; and social media (Facebook, Instagram, Twitter, Vimeo, LinkedIn, Constant Contact, etc.).
- o Detail- and task-oriented and able to dynamically prioritize to complete projects and assignments by deadlines.
- o Bilingual (written and spoken Spanish), not required, but a preferred attribute, as some local and international communication occurs in spoken and written Spanish.

Compensation:

Commensurate with experience. Benefits package can be discussed.

Application Instructions:

Qualified candidates should e-mail cover letter and résumé to:
search@markdegarmodance.org

MARK DEGARMO DANCE IS AN EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.

All inquiries are kept confidential.

Mark DeGarmo Dance
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For more information:
Mark DeGarmo
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