

Friday, March 29, 2019

Movement Research Operations Manager

Company: Movement Research, 122 Community Center
Location: New York, NY
Compensation: \$28,600/yr

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courtesy of movement research

Movement Research is hiring an Operations Manager

Applications will be accepted until the position is filled. Position start date is as early as May 1, 2019 with training to begin as early as April 15, 2019.

Position Information:

This is a 52 week/year, 25 hour/week position; compensation is \$28,600/yr

Employee contribution 403(b) plan is available

Employee receives free classes and workshops

Schedule is anticipated to be 5 hours per day, 5 days per week, totaling 25 hours per week, alternating afternoons and mornings, in the administrative offices located in the East Village.

Movement Research's office and studios, located within the 122 Community Center, are accessible spaces. All spaces are wheelchair accessible. The office is located on the second floor and is accessible by elevator. Restrooms are wheelchair accessible and are all gender.

To apply, please email the following materials to work@movementresearch.org with "Operations Manager" in the subject line:

Resume

Cover letter

Name, title, organization, email and phone number for two to three professional references.

Interviews will be ongoing, until the position is filled. Email inquiries only; no phone calls please.

Movement Research continuously seeks to engage a more diverse and inclusive participant body and strives to create equal opportunities for its community of participants across race, class, gender, disability status, ethnicity, sexuality and age. MR is committed to maintaining a strong connection to an existing diverse community of experimental artists and audiences, while at the same time expanding its definition of experimentation to more broadly include working within and pushing the boundaries of all movement-based forms. Movement Research recognizes the incredible need to diversify the range of aesthetics, cultural and socio-economic backgrounds represented on NYC stages and strongly encourages applications from individuals aligned with this vision.

The Operations Manager oversees administrative, finance and facilities operations for Movement Research. The position is responsible for oversight of accounts receivable and payable and meeting deadlines related to supporting monthly, quarterly and project/program-based finance reports for internal budgeting and grant reporting purposes. The position supports preparation of the annual audit and the completion of the Data Arts profile. The Operations Manager is responsible for oversight of MR's IT needs, managing overall functionality of point-of-sale systems, database, computer hardware and software systems, and liaising with IT consultants and vendors. The Operations Manager manages all of Movement Research's spaces including the administrative office, three studio spaces, and a co-working office.

The Operations Manager reports to the Executive Director and is responsible for the management of the Finance Associate and the Operations Associate personnel.

Qualifications Include:

Minimum 4 years (or equivalent experience) in Nonprofit or Arts Administration

Commitment to Movement Research's mission of serving and supporting artists working in dance and movement-based forms

Technology and software platforms where proficiency is required: PC and Mac-based operating systems; QuickBooks; MS Office, particularly Excel and Word, and Google Suite. Should have a working knowledge of database programs such as FileMaker Pro.

Experience managing others and comfort with instructing co-workers and interns

Reliability, self-motivation, exceptional communication & organizational skills

Position is responsible for:

Finance: Accounts Receivable, Accounts Payable, account reconciliations; contracting with artists and consultants; managing teacher payment system; administering annual audit in liaison with Executive Director and accountants.

Human Resources: Employee onboarding, bi-weekly payroll, payroll tax payments, 403(b) employee retirement contributions

Operations: primary contact with vendors including insurance brokers and policy carriers, VOiP phone and internet carriers, etc.

Facilities Management and IT: Management of mail systems, office server, database; office scheduling, orderliness and cleanliness of all spaces with help of fellow staff and MR interns; maintenance of organizational files; oversees the MR Co-Working office and is the main

contact for Co-working tenants

Internship and Work-Study Program: Oversees the internship program, manages office and class registrar interns; performs periodic check-ins with departmental interns and staff with regards to intern management; conducts exit interviews

Contact Liaison: Serves as point-of-contact for staff, intern, or customer issues, inquiries, or emergencies; communicates promptly with all necessary parties; availability to be "on call" during non-office hours when needed.

About Movement Research:

Movement Research is one of the world's leading laboratories for the investigation of dance and movement-based forms. Valuing the individual artist, their creative process and their vital role within society, Movement Research is dedicated to the creation and implementation of free and low-cost programs that nurture and instigate discourse and experimentation. Movement Research strives to reflect the cultural, political and economic diversity of its moving community, including artists and audiences alike.

Founded in 1978, Movement Research has influenced the evolution of contemporary dance languages through the programmatic work it has initiated as well as the community of artists that it serves. The organization plays a critical role by providing a supportive and fertile environment for research and experimentation. Work by national and international choreographers seen on the main-stages today has been informed by the ongoing rigorous investigations that have taken place under the aegis of Movement Research platforms over the past three decades. Building on this venerable legacy, Movement Research is dedicated to the creation and implementation of free and low-cost community programs that: Bring a diverse, intergenerational community of artists and audiences together in an ongoing exploration of new dance and movement-based ideas-in-progress; Encourage and inform artists' innovative work that is later produced on larger presenting organizations' stages and in non-traditional venues, here and abroad; Stimulate and disseminate dialogue and interactions within and across new dance, other art forms and the civic community, and in the intersection of art and social engagement.

Movement Research annually serves over 17,000 participants, including artists, students and audience members, through ten different core programs. Core programs include Movement Research at the Judson Church, Open Performance, the Studies Project series, Movement Research Festivals, Class and Workshops, Subsidized Rehearsal Space, Artist-in-Residence program, MRX/Movement Research Exchange, Dance Makers in the Schools and MR Publications: the Movement Research Performance Journal and the web-based Critical Correspondence.

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