

Thursday, December 16, 2021

Operations Manager

Company: Dances for a Variable Population

Location: New York, NY

Compensation: Annual Salary: \$42,000.00, Hours per week: 35.00

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ABOUT DANCES FOR A VARIABLE POPULATION (DVP)

Founded in 2005, Dances For A Variable Population (DVP) is a multigenerational dance company and educational organization that promotes strong and creative movement among adults of all ages and abilities, with a focus on older adults. Through fun, lively, and beautifully executed choreography, DVP makes inclusive dance that engages communities as participants and audience members.

DVP brings vital dance programming to thousands of diverse New Yorkers of all ages each year through:

Free site-related professional dance performances in city parks and transportation hubs.

Free, community-based dance programs for low-income, minority, and culturally underserved older adults, held at 45 senior centers serving over 5,000 seniors since 2008.

Low-cost dance classes for adults of all ages, held at locations throughout Manhattan.

Opportunities for older professional dancers to perform, choreograph and teach.

Learn more about DVP programming at www.dvpnyc.org.

Job description

COMPANY MANAGEMENT

Oversight of the company members in administrative roles as advised by artistic director:

OPERATIONS MANAGEMENT

create and keep track of invoices for partner organizations.

overseeing operations management – tax audits; insurance; rents; etc.

supervise and plan communications (with students, partners, funders)

oversee technical support of remote programs

oversee video and media production that supports the mission and company brand with the artistic director

oversee payroll working with our Operations Associate

create contracts for teaching artists, guest artists, and partnering organizations

work with development consultant to prepare files for the board of directors on budgets, taxes, and financial audits

EDUCATIONAL PROGRAMMING

work with the artistic director to develop and expand programming to new senior centers, communities, and avenues within the brand and mission of the company

create program schedule, MOUs, and invoices for each partner center

COMMUNICATIONS

work with the entire team to develop strategies to balance remote and in-person programming according to the demands of contracts/projects

oversee the team in liaising with partners (senior centers, community centers)

oversee the team in communication with students/participants

run biweekly staff meetings; field questions

PERFORMANCES

work with the artistic director to strategize, organize and plan events

over-see and delegate tasks to company and consultants to bring performances and events to completion

apply for performance permits

oversee performance budget

produce and coordinate performances

DEVELOPMENT

work with artistic director and development consultant on identifying, drafting, and budgeting grants, funding

work with development consultant to plan and orchestrate donor events

create donor list and donation summaries on Salesforce

SOCIAL MEDIA AND DATABASE MANAGEMENT

oversee website update (WordPress) working with our Marketing Associate

create and publish newsletters on MailChimp weekly

update and manage the Salesforce database; regularly create reports on Salesforce for metric analysis and evaluation

Use Google suites (google forms, google sheets,

upload and organize files to google drive database weekly

Work with our intern to maintain attendance records of our classes on Zoom and FreeConferenceCall.com as well as in-person classes

Upgrade Dropbox/Zoom cloud storage when needed

REQUIREMENTS:

Have at least 1 year of relevant experience with a non-profit organization or a funding organization.

Tech savvy, willing to learn to use Google Suite (Google forms, google spreadsheet), MailChimp, Salesforce, Zapier

Strong problem-solving skills

Very organized and detailed oriented; able to identify priorities in a multitasking environment

HOW TO APPLY

Please send a Resume and Cover letter to sophie@dvpnyc.org with the subject line "Operations Manager Application"

EQUAL OPPORTUNITY STATEMENT

DVP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type because of race, color, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

DVP is strongly committed to providing reasonable accommodations of disabilities during the application and hiring process. If required, please contact Sophie Visscher-Lubinizki at sophie@dvpnyc.org.

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For more information:
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