

Friday, June 28, 2024

EMERGE125 is seeking an Operations Manager

Company: EMERGE125
Location: New York, NY
Compensation: \$25-28 per hour

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Introduction

EMERGE125 is a diverse, Black female-led hub for dance performance, creation, and education. The organization operates dual homes in Harlem and the Adirondacks while serving audiences locally and around the world. We have established ourselves as a field leader by setting new standards for dancer care; creating innovative, cross-disciplinary collaborations with distinguished artists; and using movement as a catalyst for community building—expanding the reach, purpose, and impact of the art of dance. EMERGE125 is seeking a highly organized, dynamic and dedicated development professional to join our small administrative team in the new part-time role of Operations Manager. This role will both provide direction for and overall supervision of all management and administrative functions. This is a period of exciting evolution for EMERGE125. In addition to the continued critical and community success of our artistic and educational work, EMERGE recently received transformational grants from the Mellon Foundation and the Bay & Paul Foundations. This is an unprecedented moment opportunity. The General Manager will greatly expand the organization's operational capacity as we work to leverage this moment, ensuring a bright and sustainable future for EMERGE125.

Responsibilities

- ? Lead and develop internal teams to support financial management, operations and general administration, and staff management and human resources.
- ? Provide guidance to all department heads to maximize staff effectiveness and productivity.
- ? Oversee all day to day administration to promote smooth and streamlined business operations and ensure that the administrative offices fully support a productive working environment.
- ? Develop and implement procedures and systems that align with organizational programs, priorities and strategies.
- ? Collaborate with the Executive Director and the Artistic Director to develop annual budgets and long-term forecasts.
- ? Supervise payroll, manage the relationship with payroll processing service, and supervise the flow of data from the payroll service into the accounting software.
- ? Develop and implement a contracts management process that catalogs all of the organization's contracts, tracks the internal approvals for each contract, and tracks compliance, deliverables, and term expirations and renewals.
- ? Review and negotiate contracts in consultation with legal counsel.
- ? Ensure that the contract billing/collection and payment schedules are adhered to.
- ? Assure adherence to all necessary business policies and accounting practices, and the maintenance of a financial policy and procedures manual.
- ? Oversee information technology and server administration, manage phone systems and evaluate information systems.
- ? Review management team roles and responsibilities with the Executive Director periodically and make recommendations regarding the most efficient and effective operating structure.
- ? Further develop human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training and recruiting.
- ? Hire, train and supervise administrative staff, mobilize volunteers and oversee the effective use of financial and technological resources.
- ? Ensure that recruiting processes are consistent, streamlined and equitable.
- ? Monitor employee performance against objectives, while mentoring, guiding and providing appropriate leadership.
- ? Evaluate human resource policies, practices and procedures to ensure compliance with state and federal employment laws and regulations.
- ? Establish and manage a comprehensive training program to educate employees regarding staff tools, policies and procedures.
- ? Promote organizational cohesiveness and cultivate an environment of cooperation, communication, and interconnection among departments and program areas.
- ? Establish an administrative environment and decision-making processes that promote a positive working atmosphere and collegial staff relations.
- ? Develop and enforce policies and procedures that ensure employee safety, welfare, wellness and health.
- ? Work closely and transparently with all external parties, including third-party vendors and consultants.

Qualifications

- ? 3 years relevant operational experience in a performing arts organization.
- ? Outgoing, enthusiastic, personable, and highly diplomatic; able to work with people of all

temperaments.

? Knowledge of Google Suite, Zoom, and ability to learn and utilize other online tools.

? Excellent verbal and written communication skills.

? Highly organized: able to adapt and execute tasks calmly and efficiently.

We recognize that this is a significant scope of responsibilities for a part-time job; the Operations Manager and Executive Director will be in close conversation about priorities and managing workload for this role.

Compensation

This position is part-time, up to 30 hours per week, with a pay rate of \$25-28 per hour (commensurate with experience) and accompanying benefits. This is a hybrid position, with 1 to 2 days per week in the office located in Central Harlem.

Application

To be considered, please submit a resume and a cover letter to admin@emerge125.org with "Operations Manager" in the subject line. Applications are requested by or before August 1 and will be reviewed in the order received.

EMERGE125 is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ethnic origin, citizenship status, disability, age, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, marital status, veteran status, or any other characteristic protected by law. EMERGE125 is further committed to providing reasonable accommodations for those with disabilities. If accommodations are desired or needed throughout the application and/or process, please contact admin@emerge125.org

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For more information:
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