

**Organization:** Island Moving Company  
**Department:** Admin/Operations  
**Job Title:** Business & Operations Manager  
**Position Status:** Exempt, Annual-Part time (20- 25 hrs. per week)  
**Salary:** \$28,500-30K  
**Effective Date:** August/September 2021



**About:**

The Island Moving Company (IMC) is a nationally recognized Contemporary Ballet Company that provides local and regional communities with a resident professional dance company. IMC's mission is to build the cultural, educational, and economic vitality of Newport County RI. The company is currently engaged in a capital campaign to build a permanent home-A Center for Dance & Education that will house a 180-seat flex performance space in Newport.

**Position Description:**

**The Business & Operations Manager** works in close conjunction with IMC's Executive Director (ED) and Artistic Director (AD) to provide fiscal and operational oversight of the company and manage an annual budget of \$1.4M.

This key administrative position is responsible for managing daily operational/administrative tasks, including--budget/financial monitoring, accounts payable/receivable, physical facilities management, and ensures compliance with all regulatory agencies. When IMC's new home is fully operational, the position is anticipated to move to Full-Time. The Business & Operations manager reports to the Executive Director and provides financial reports to the treasurer and finance committee of the board.

**Essential Financial Responsibilities:**

- Ensure efficient and accurate maintenance of company QuickBooks
- Provide weekly bookkeeping activities: invoicing, A/R, A/P, bank reconciliations, Etc.
- Manage payroll, payment of outside contractors, and Academy Faculty
- Track and log all employee benefits, vacations etc. through payroll CRM system
- Work with AD to track, manage & revise as needed, program & production budgets
- In conjunction with Data & Development Mgr.-ensure QB reports align with Patron Manager CRM development reporting
- Work with Audit firm to collect, organize and provide all documents for annual audit

**Essential Company & Operational and Responsibilities:**

- Revise, implement and maintain all operations and admin protocol, compliance, oversee annual renewal of all insurance and business policies (Business/Property, Liability, D&O, EPIL, Workmen's Comp, etc.)
- Oversee compliance and annual renewal for all municipal and State annual reports/filings: Secretary of State, DBR,
- Manage office, oversee equipment, supplies, inventory, phone/internet service, and provide general maintenance and basic workplace organization
- Oversee technology infrastructure, equipment upgrades/replacements and contracts for IT services
- Ensure renewal of all software, licensing & updates

### **Qualifications for Success:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Anticipation of, and proactive response to leadership and artistic staff needs and requests are critically important.

### **Education and/or Experience:**

- Bachelor's degree; five or more years of related experience in financial, operations and general management
- Interest and/or involvement in an arts related enterprise

### **Computer Skills:**

- MS Office Suite, Office 365/One Drive, G Suite, QuickBooks, Adobe, experience with Salesforce based CRM, is helpful and desirable

### **Other Qualifications for Success:**

- Dynamic individual who is goal oriented, adaptable to change, requires minimal supervision, and has excellent communication, collaboration, and problem- solving skills
- Strong attention to detail and accuracy, ability to organize information and prioritize work in a fast-paced environment
- Excellent work ethic, relationship oriented, and understands how to balance job demands

### **To Apply, Contact:**

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Executive Director

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### **Include:**

**Resume, Cover Letter, and relevant experience**