

Organization: Island Moving Company
Department: Admin/Operations
Job Title: Company & Operations Manager
Position Status: Exempt, Annual, Full-time (35/40 hrs. per week)
Salary range: \$42,500-\$55K
Effective Date: February/March 2022



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 Company & Operations Manager works in close conjunction with IMC's Executive Director (ED) for all administrative, financial, and marketing responsibilities and with the Artistic Director (AD) and Associate Artistic Director (AAD) for production responsibilities, program execution, and dancer's annual contracts/evaluations.

This key administrative position is responsible for managing daily operational/administrative tasks, including -- personnel and fiscal management, physical facilities management, and maintenance, and ensures compliance with all regulatory agencies.

Essential Program/Production Responsibilities:

- o Work with AD to track, manage & revise program/production budgets as needed
- o Design, maintain and disseminate global rehearsal, studio & production calendars
- o Coordinate all company touring itineraries, and logistics, including domestic and international travel, housing, local transportation, hospitality, and dancer per-diem
- o Coordinate housing, transportation, and logistics for visiting artists
- o Research, negotiate and secure all licensing and use rights for choreographers, composers, and music
- o Contract with vendors, venues, personnel for special events and productions
- o Apply for and secure all required permits/entertainment licenses from City and ensure compliance with all city and state regulations etc.
- o Develop, post, and manage all communications & logistics associated with annual company auditions, trainee programs and summer intensive

Essential Operational Responsibilities:

- o Review, revise, implement and maintain all financial, operations and admin protocols
- o Oversee annual renewal and compliance of all insurance and business policies (Business/Property, Liability, D&O, EPIL, Workmen's Comp, etc.)
- o Manage office, oversee equipment, supplies, inventory, phone/internet service, and provide basic workplace organization, and general, on-going maintenance
- o Oversee technology infrastructure, equipment upgrades/replacements and contracts for IT services
- o Ensure renewal of all software, licensing & updates
- o Work closely with Bookkeeper, AD & ED, and finance committee on budget development, management, tracking, and reporting
- o Additional administrative tasks as deemed necessary by AD or ED

Essential Personnel Responsibilities:

- Oversee on-boarding of new employees and required forms
- Track and log all employee payroll, benefits, vacations etc. through payroll system
- Provide administrative oversight of company healthcare plan (when adopted)
- Implement/oversee payroll processing for accuracy & variable needs of both salaried and non-salaried employees in conjunction with Bookkeeper
- Manage all approved reimbursable expenses for dancers, staff, and contractors
- Manage dancer relations, annual contracts, and handbook-revisions as needed
- In-conjunction with AD & ADD, implement, and oversee annual contracts/weeks of dancers' work in master production calendar—and make revisions as needed
- participate in dancer meetings and reviews
- Develop, implement, and revise company personnel policies as needed
- Produce contracts for all guest artists, choreographers, and musicians, for all program residencies, performances, educational programs, and other bookings

Qualifications for Success:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, including physical/hands-on work associated with inventory, and physical maintenance when required. The role requires pro-action, effective and regular communication, and an eye for detail. 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 HR, operations, and general management
- Interest and/or involvement in an arts related enterprise

Computer Skills:

- MS Office Suite, Office 365/One Drive, Adobe, G Suite, QuickBooks, WordPress, 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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Include:

Resume, Cover Letter, work & writing samples, and relevant experience