



## Operations Manager Job Posting

*Alumni Theater Company | Pittsburgh, PA | Full Time*

As Alumni Theater Company’s (ATC) first ever Operations Manager, you will work to ensure smooth and efficient operations, so that everyone who steps into our space has an excellent experience. You will be the primary person responsible for day to day operations, including creating and implementing processes, database management, facility management, and outside rentals. You will also be involved in supporting certain aspects of ATC’s administrative and security needs.

We strive to achieve excellence in all aspects of our organization, and your work will be vital to:

- maintaining a functional and professional space where our artists can grow and thrive.
- creating effective, efficient workflows so our team can focus on uplifting our young artists.
- enabling ATC to safely and cost-effectively produce up to 8 productions per season in our 5,000 square foot facility.
- providing impressive and inspiring experiences for nearly 2,000 patrons per season by ensuring all aspects of the organization are running smoothly.

### **About Alumni Theater Company**

Alumni Theater Company (ATC) creates bold theatrical work that gives fresh voice to the experience of young Black artists and highlights their rich contribution to our community. Now in our 16th season, our year-round programming consists of several theatrical productions, a robust theater education, an innovative mentor program, and community engagement through performance.

ATC has built a stellar reputation in Pittsburgh as a 501(c)(3) theater company that produces professional-quality work that poignantly and powerfully expresses the perspective of youth. It is our aim to become the premier institution for exceptional creative Black youth and nationally recognized for outstanding work.

### **What You’ll Be Doing**

Below is a high-level overview of the Operations Manager’s primary responsibilities. A full job description is available on our website:

[alumnitheatercompany.org](http://alumnitheatercompany.org).

#### *Operational Management*

- Responsible for effective administration of ATC’s operations: including the development of systems and processes, creation of project plans, and maintenance of thorough documentation.
- Select, order, receive, and organize supplies as needed; control costs by minimizing waste.
- Work with the Executive Director to monitor relevant areas of the ATC budget.
- Support the team through staffing rehearsals and performances.

#### *Facility Management*

- Develop a facility management plan with plans for daily, annual, and preventative maintenance.

- Work with vendors, contractors, and the landlord when necessary to address building issues.
- Work with the team to maintain ATC's equipment and acquire replacements as needed.
- Research and negotiate with vendors for purchase or rentals of services, products, and equipment.
- Work with ATC staff as needed to coordinate vendor contracts and payments.

#### *Administrative Support*

- Prepare reports as needed, including generating reports to organize donor data from the CRM.
- Devise, implement, and monitor best practices for maintaining ATC's shared Google Drives
- Support the management of ATC's calendar, including adequate staff coverage for rehearsals and events.
- Support IT functions; troubleshoot issues as possible and coordinate with vendors as needed to ensure systems are secure and up to date; replacing/upgrading equipment and software as needed.
- Opportunities for growth include support of financial management and fundraising efforts.

#### *Facility Rental*

- Oversee all facility rental needs; coordinate tours, manage scheduling; track payments, assist renters in securing production support or event staffing, assist with coordinating event load-ins, instruct renters in the safe and appropriate use of the facility, and work events as needed.

#### *Safety & Security*

- Maintain a safe, secure, and healthy environment by complying with legal regulations, maintaining emergency response plans, documenting safety issues, and managing door code access.

### **Does This Sound Like You?**

You will be successful in this role because you are someone who possesses an “all hands on deck” approach to work. A creative and adaptable problem solver, you can seamlessly transition from scheduling a maintenance call to giving a tour of the space to a prospective client. While your area of focus may shift from day to day, you'll find it rewarding to know your skills and efforts help the team deliver a premiere theater program in a beautiful space for our community.

Some of the essential qualifications include:

- Three years of relevant work experience in an office, nonprofit, theater, or youth-serving organization.
- Bachelor's degree preferred; focus on business administration or management preferred.
- Hands-on experience with operations or business management preferred.
- Experience with facilities management is a plus, especially previous success in working with landlords and vendors to coordinate maintenance and repairs.
- Demonstrated ability to problem solve and handle varied projects simultaneously under tight deadlines.
- A positive attitude with the ability to remain calm under pressure; ability to steward positive relationships with ATC members, coworkers, vendors, landlords, rental clients, and patrons.
- Must have (or acquire) PA Required Clearances for working with youth.
- Access to reliable transportation for local events and meetings.
- Available some evenings and weekends for productions, venue rentals, and facility emergencies.

**What ATC Provides**

This is a full-time, exempt position. The salary is \$60,000/year. Additional compensation is provided for health, dental, and vision insurance. Along with 12 days of paid personal time off, employees also receive holidays off and 1 paid week off in August when ATC closes its theater and office.

**How to Apply**

This new position is available now and the start date is flexible between July 1 - September 1.

Interested applicants can send a cover letter and resume to our Hiring Manager at [hr@alumnitheatercompany.org](mailto:hr@alumnitheatercompany.org). One may also choose to call the office at (412) 945-0282 for any questions.

ATC is an equal opportunity employer that celebrates diversity and strives to create an inclusive culture throughout our organization. We are seeking the best candidate for this position, which a simple list of qualifications cannot completely define. Studies have shown that women, Black people, people of color, and other marginalized groups are less likely to apply for jobs unless they meet all qualifications listed in a job description. If you are excited by this opportunity and believe you would be a good fit, we welcome you to apply.