

The Operations Manager is a key member of the Opera for the Young staff and is responsible for three primary functions: tour management, company management, and budget/finance. The OM will work closely with the Managing Director and Artistic Director to make sure OFTY meets its budgetary and outreach goals.

The position will be for 28-30 hours a week, compensation based on experience. A Simplified Employee Pension Plan (SEP) is provided. This job requires some nights and weekends, and occasional travel.

### **Tour Management**

Organize and manage fall tour (mid-October to mid-November) and spring tour (mid-January to early May)

- Manage presenter and tour information in Salesforce, maintain and build mailing list and e-blast list of presenter contacts, send tour brochures to these contacts, follow up with contacts in order to secure shows and residencies
- Act as contact person for presenters, communicating structure and setting time, provide assistance to presenters with their funding efforts (narratives, detailed budgets, support materials)
- Arrange transportation and lodging for touring artists: pick up and prepare van for tour, provide hotels with payment and tax exemption information prior to artists' arrival
- Work with AD to secure rehearsal space and accommodations for artists during rehearsal week (early to mid-October)
  - Act as company representative with hotels
  - Create artist orientation packets and assist AD and MD as needed
  - Lead "Business Meeting" with artists to discuss company policies and procedures
- Create weekly tour pack (schedule, school & lodging info, maps) and communicate with artists via email, re-stock supplies (brochures, business cards, gas cards, surveys, etc.)
- Create and update Google tour calendar

### **Company Management**

- Maintain and review insurance
  - Review insurance on yearly basis and serve as contact for insurance company and agent
  - File claims as needed and produce annual audit reports as requested.
  - Produce Loss Payee and Certificate insurance documents as requested from various granting organizations and businesses.
- Maintain and review lease agreements for office space
- Draft and/or manage contracts with vendors, schools, artists, production rental organizations, and maintain up to date records in Salesforce and QBO

- Monitor all account activity for expense lines of organizational budget, update loan agreements, credit card holders, and notify bank of new officers or staff
- Manage income (school fees, grant awards, donations), enter payment data into Salesforce, make weekly deposits
- Answer phones, purchase office supplies, organize storage rooms as necessary
- Work with repair personnel when there are problems with computers, copier, printers, phone and/or internet service

#### **Budgeting/Financial Management**

- Process invoices into Bill.com for vendors
- Serve as point person during annual review, working with treasurer to prepare documents, answering auditor questions, and reviewing drafts

#### **Board of Directors**

- Work closely with board president; develop meeting agendas, monitor meeting RSVPs for quorum purposes, arrange for meeting space, and remind board members of meeting dates and times, ensure and review all board meeting materials and distribute to board members in advance of meetings
- Attend all Budget/Finance Committee meetings
- Attend quarterly board meetings, update board orientation binder as necessary.

#### **Additional tasks**

- Manage set-up of special event (maintain guest list, create nametags, pick up food & catering supplies, etc)
- Create final reports for grants, opportunities in grant writing, annual giving
- Exhibit at educational conferences; distribute press releases and promotional materials

The OM works closely with the Managing Director, Artistic Director, and Board of Directors. The OFTY office is open M-F, 9am-4pm, though the OM will be required to work some nights and weekends. The OM will need to have increased availability (phone, text, email) during tour months (mid-October to mid-November and mid-January to early May). Microsoft Office Suite (Outlook, Excel & Word), Salesforce, and QuickBooks experience is necessary. Adobe Design Suite experience preferred.

Send resume and questions to [info@ofty.org](mailto:info@ofty.org)

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