

The Operations Coordinator is a key member of the Opera for the Young staff and assists the company with three primary functions: tour management, company management, and budget/finance. This is an onsite staff position with regular hours between 9am and 4pm. The Operations Coordinator will work closely with the Managing Director and Artistic Director to assist OFTY in meeting company goals. The position will be a salaried, half-time position, \$20-\$25/hr based on experience. A Simplified Employee Pension Plan (SEP) is provided. This job requires some nights and weekends during the school tour season, and occasional travel.

Tour Management

- Rehearsal week tasks:
 - 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
- School tour tasks:
 - Arrange lodging for touring artists, prepare van for tour, provide hotels with payment and tax exemption information prior to artists’ arrival
 - Create weekly van pack (schedule, school & lodging info) and communicate with artists via email, re-stock supplies (brochures, business cards, gas cards, surveys, etc.)

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, act as company representative with landlord
- Draft and/or manage contracts with vendors, artists, program 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 and QBO, make weekly deposits
- Answer phone, purchase office supplies, organize storage rooms as necessary
- Work with repair personnel when there are problems with computers, copier, printers, or internet service

Budgeting/Financial Management

- Process invoices into QBO/Melio for artists/vendors
- Serve as point person during annual review, working with treasurer and MD

Board of Directors

- 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 meetings
- Update board orientation binder as necessary, create quarterly Operations Coordinator report to the board

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

The Operations Coordinator works closely with the Managing Director, Artistic Director, and Board of Directors. Ability to use or learn Microsoft Office Suite (Excel & Word), Salesforce, and QuickBooks is necessary.

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