



POSITION TITLE: Operations Manager

EMPLOYMENT STATUS: Full-time, W-2 status, salaried, varied-schedule

DESIRED START DATE: July 1-10, 2024

COMPENSATION: \$62,000 - \$70,000

REPORTS TO: Executive Director

BENEFITS: Paid holidays, paid time off + wellness and sick time

LOCATION & OFFICE: Rochester, NY (relocation may be offered; up to \$1500).

SCHEDULE: The Ave has an atypical work week with schedules based on personnel, programming, show,, and production schedules. **Nights and Weekends will be required** for shows, productions, special in-person events, virtual programming, and Advisory Board and/or community engagements. The monthly work calendar aims to be adjusted to ensure boundaries to create a healthy work/life balance.

Sample schedule: *Mon - Administrative 9 am -5 pm / or comp time / Tues - Thurs 12-7 pm ET / Fri - Sun 1-10 pm ET (during productions)*

HOW TO APPLY: Please submit your [application package at the link](#) above including a resume, cover letter, and 1-2 work samples. Please include in the cover letter why this role is in alignment with your current goals and trajectory at this time, mission alignment, and your core competencies. You are additionally encouraged to respond to the following questions: Do you have a current creative practice? Why are you comfortable and passionate about leading, supporting management, and day-to-day operations of this company? **Application Due: May 9, 2024**

Please send all questions to search@unlockcreative.org.



Unlock CREATIVE

SEARCH MANAGEMENT: Unlock Creative: Coaching & Management Solutions LLC is conducting this search. If you have any questions, please email Ashley Walden at search@unlockcreative.org. Label the email “Avenue Blackbox search questions.” All applications and expressed interest in this position will remain confidential.

The Avenue Blackbox Theatre Expands Team

The Avenue Blackbox in partnership with consulting firm Unlock Creative: Coaching & Management Solutions LLC is excited to announce that we are hiring an Operations Manager to help expand the capacity of our organization. Together, we will conduct a search of local and national candidates aligned with the values of the organization.

The Avenue is proudly the first fully-programmed performing arts venue in the northeast quadrant of Rochester. Building the Avenue has been a wholehearted community effort propelled by love, volunteer hours, angels, private donations, and a hilariously viral GoFundMe campaign.

The Avenue Blackbox Theatre launched on June 7, 2018 located at 780 Joseph Avenue in Historic 14621 Neighborhood is firmly planted in our mission to provide affordable, meaningful, culturally rich experiences in a wide array of artistic disciplines to the city of Rochester residents and visitors. We are a safe, bold, creative Queer-space highlighting art and content created by artists of color, youth, and collaborators traditionally marginalized or silenced. We co-create equitable opportunities for and with these artists. We create a home.

Detailed Job Description

Job Overview:

We are seeking an experienced and results-driven Operations Manager to oversee the operational aspects of The Avenue Blackbox Inc. The Operations Manager will play a key role in developing ensuring the smooth functioning of the organization, streamlining

processes, and optimizing organizational efficiency. This position requires a strategic thinker with strong project management and leadership skills to enhance the effectiveness of our operations in alignment with the mission and values of The Avenue Blackbox Theatre.

Key Responsibilities:

Operational Management:

- Oversee day-to-day operations and administration of the organization
- Develop and implement efficient operational processes and procedures to enhance productivity and organization-wide effectiveness.
- Collaborate with administrative leads to ensure seamless coordination of activities and efficient allocation of resources.

Facilities Management

2510 sq ft Facility with Lobby, gallery, concessions, retail space, theater, flexspace, greenroom, storage, building and facilities storage.

- Develop and implement comprehensive maintenance schedules and budgets for all theater facilities, including stage equipment, lighting systems, HVAC, plumbing, and electrical systems.
- Coordinate regular inspections and repairs to ensure all facilities meet safety standards and comply with regulations.
- Prioritize and address maintenance issues promptly to minimize disruptions to productions and events.
- Oversee the implementation of safety protocols and procedures to ensure the well-being of staff, performers, and patrons.
- Conduct regular safety inspections and risk assessments, addressing any identified hazards or concerns.
- Keep abreast of relevant regulations and industry best practices to maintain compliance with health and safety standards.

Community Impact & Engagement:

The Avenue community and stakeholders include participants, volunteers, youth, families, creatives, vendors, and contractors.

- Work closely with the team to enhance participant services and benefits.

- Will work closely with youth, families, and staff to develop policies and procedures to ensure safety and healthy engagement.
- Collaborate on strategies to attract new stakeholders. Retain existing stakeholders, and increase engagement and impact.
- Regularly analyze community and team feedback and data to identify areas for improvement and respond appropriately to identified needs effectively.

Financial Management:

- Work with the finance team to support the CEO with the management of the budget, ensuring responsible financial practices and fiscal accountability.

Event and Program Support:

- Provide operational support for productions, events, workshops, and programs
- Collaborate with programming and production teams to ensure the seamless execution of events and programs, including logistics, venue arrangements, and participant coordination.

Technology and Systems:

- Evaluate, recommend, and implement technological solutions to enhance operational efficiency and communication within the organization.
- Oversee the management and maintenance of internal drives, databases, and software systems to support our services and internal operations.
- Basic operations and familiarity with interfacing and updating the website, and box office with operational information

Human Resources:

- Supervise and support the administration team, providing guidance and mentorship to foster professional growth.
- Work closely with CompassOne, HR provider, with HR functions including payroll and benefits administration.
- Implement recruitment, orientation, performance evaluations, and training initiatives.

Qualifications:

- Proven experience in operational management within a nonprofit organization, preferably in the arts or cultural sector.
- Desire and ability to work with youth.
- Strong leadership and project management skills, with the ability to collaborate, inspire, and motivate the team.
- Excellent organizational and problem-solving abilities.
- Demonstrated experience in financial management and budget oversight.
- Strong leadership and knowledge of using technology to improve operational efficiency.
- Driver's License and ability to pass a background check and state fingerprinting.