

## Title of Position

Director of Operations (on-site)

## The Organization

**Hill Dance Academy Theatre (HDAT)** a nonprofit dance arts organization began in 2005 and is in Pittsburgh's historic Hill District Community. Programs are focused on developing and training the next generation of Black dancers, supporters of Black dance and art's leaders. The curriculum, dance programs, and career development opportunities serve students ages 3 to 18 years of age. **Hill Dance Academy Theatre** is a Pittsburgh Cultural Treasure, producing work that centers and seeks to advance the people and culture of Black communities in southwestern Pennsylvania. Pittsburgh's Cultural Treasures is The Heinz Endowments' local support for America's Cultural Treasures, a national initiative by the Ford Foundation, to increase support to arts groups and cultural organizations representing communities of color across the U.S

## The Mission

To provide professional level training in Black Dance traditions, history, culture, and aesthetics that engages and empowers students to pursue careers in Black dance.

## Job Description

The Director of Operations (DO) works with and reports to the Executive Director and is part of the management team. The DO works collaboratively with the administrative leadership: Director of Fund Development, Director of Marketing & Communications, and faculty to provide management of Academy's physical plant operations. The DO is responsible for the effective and successful management of productivity, vendors, quality control, safety, and security. The DO serves as the organization's lead contact in managing facilities and the campus with artists-in-residence, lease holders, renters, vendors, and contractors.

## Position Duties and Responsibilities

- Effectively conveys the artistic mission, vision, and values of **Hill Dance Academy Theatre** to the public, donors, and key stakeholders
- Maintains a master schedule of rehearsals, performances, and other events; coordinates equipment and facility rental to outside parties; oversees facilities maintenance and contractors/vendors; recommends maintenance work or purchases to the Executive Director; represents and advocates for **HDAT** with companies, business groups and arts organizations
- Serves as primary contact when establishing contracts, pricing, maintenance with utilities and agencies, such as fire, police, health, and safety
- Assists in annual budget preparation; adheres to the approved budget by tracking monthly revenue and expenditures, manages cash flow, capital expenditures, and investments; reviews invoices and submits for payment, maintains records of cash flow, prepares monthly financial reports to Board
- Ensures maintenance and cleanliness of the center and grounds to company standards
- Plan and oversee scheduled and unscheduled maintenance and repairs
- Communicates in a timely manner with ED maintenance issues, implementation timeliness, update of operational policies and procedures
- Builds and maintains positive relationships with vendors and contractors
- Serves as primary contact when there are issues related to quality of customer service, or accidents and mishaps on-site
- Other tasks as assigned

### Position Requirements

- Has Strong organizational abilities, detail oriented, and able to manage multiple projects simultaneously
- Minimum 3 years in nonprofit management and administration
- Must be able to work and set priorities independently to effectively manage work tasks
- Strong work ethic and unwavering standards of personal and professional integrity
- Strong people skills, patients, and ability to be authentic and problem solve
- Demonstrated excellence in verbal and written communication
- Computer, technology, and social media skills

### Salary and Benefits

This is a full-time exempt position and reports to the Executive Director.

This position offers a salary commensurate with professional experience in the range of \$ 50,000 to \$60,000.

### DEI Intentionality

**HDAT** seeks to recruit candidates for employment that represent diversity of race, gender, religion, sexual orientation, and ability. **HDAT** is intentional about uplifting diverse opinions, experiences, cultures, and authentic voices to grow and evolve as a workplace for all to thrive professionally. **HDAT** is an equal opportunity employer. Qualified individuals who bring diverse perspectives and represent communities that are often underrepresented are encouraged to apply.

### How to Apply

Send a cover letter and resume to [jobs@5678hdat.org](mailto:jobs@5678hdat.org) . Applications accepted until Sunday, July 31, 2022, by 11:59 pm.