

Senior Director of Operations

A local nonprofit arts organization seeks a Senior Director of Operations for a rapidly-growing company. The ideal candidate will be innovative, efficient, organized, and results-motivated; bold and ambitious thinking is welcomed. The Senior Director of Operations will work with the Producing Artistic Director creating new earned income streams and supporting already established revenue resources, as well as handling day-to-day operations. This is a hands-on role within the company as it is rapidly growing and evolving as it settles into a new venue. The Director will be expected to analyze, strategize, and upgrade earned income management practices. This position will oversee and manage finance, front of house, special events, rentals, the Sanctuary Bar, marketing and public relations, as well as liaising with the development department. Some human resources management will be needed as well. This position will report to the Producing Artistic Director and meet monthly with the board of directors.

Specific Tasks include:

Work in tandem with producing artistic director on budgeting and monthly financial reporting, quarterly reporting to the Board of Directors, as well as preparing financial reports for grant proposals. Supporting bookkeeper in overseeing all general ledger activity for the theaters and bar, including accounts payable and receivable, bank and balance sheet reconciliation, and cash flow reports.

Supervise Marketing Director working to create promotional outreach activities and marketing programs that will increase audiences, stimulate ticket sales, and encourage audience retention and engagement.

Lead Beverage Director and Special Events Coordinator in developing earned income sectors for the bar and special event rentals.

Coordinate with the artistic and production staff on contracts and financials for mainstage and lagniappe events.

Supervise Patron Service Manager's responsibilities including sales and tracking of ticketing, creating innovative subscription plans, and generating positive interaction with audiences.

Provide support to the development department including preparing grant financials, participating in strategy sessions as needed, and actively seeking ways to generate assets for the company.

Develop protocols with all staff to implement best practices for cash flow management and coordination.

Collaborate regularly with all staff to ensure clear and accurate interpretation of the organization's vision and direction.

Develop reporting metrics that support performance indicators for critical areas of the organization.

Enhance public profile of the company as a unique arts performance facility.

Support cultivation of relationships with our community and campus.

Maintain adequate internal controls and financial procedures ensuring legal and regulatory compliance with GAAP.

REQUIREMENTS:

- A Bachelor's degree preferred with a major in Accounting, Business or Arts Management. However, candidates with comprehensive experience producing arts and music productions and / or venue management experience are also encouraged to apply.
- 2 to 5 years QuickBooks experience
- Proficiency with Microsoft Office and Google Suite
- Excellent writing & communication skills
- Demonstrated skills in budgeting, financial planning, and analysis
- Ability to develop innovative strategies for facility planning and utilization
- Must have a great sense of humor and enjoy high-intensity environment
- Experience with non-profit accounting, auditing procedures, sales, and event coordination
- Must have transportation
- Knowledge about the Greater New Orleans area heritage, culture, and arts sectors a plus
- Previous involvement with capital projects a plus

Salary Range

Commensurate with experience

Send cover letter and resume to:

Employment@southernrep.com

Qualified candidates will be contacted for an interview. Position open until filled.

Southern Rep Theatre is an equal opportunity employer. We value a diverse workforce and an inclusive culture. Southern Rep Theatre encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, and record of arrest or conviction.

Southern Rep Theatre is a 501(c)(3) non-profit organization.

APPLICATIONS WILL ONLY BE ACCEPTED BY EMAIL. NO PHONE CALLS, WALK-INS, OR APPLICATIONS BY MAIL WILL BE ACCEPTED.