



ODC Theater Operations Manager

Background

ODC is a ground-breaking contemporary arts institution: a world class dance company, a presenting theater, and a dance school. Known nationally for its entrepreneurial savvy as well as artistic innovation, the organization is unique for its fully integrated vision. Operating in San Francisco's Mission District for more than 47 years, our programs and activities contribute to San Francisco's vibrant dance and arts ecosystem, community development, arts education, and access to creative art-making. ODC strives to cultivate artists, inspire audiences, engage the community, and foster diversity and inclusion through dance performance, training and mentorship.

ODC Theater exists to empower and develop innovative artists. It participates in the creation of new works through commissioning, presenting, mentorship and space access; it develops informed, engaged and committed audiences; and advocates for the performing arts as an essential component of the economic and cultural development of our community. ODC Theater's core programs encompass a performance presenting season, a unique three-year resident artist mentorship, on-going public engagement and access to theater rentals for Bay Area arts makers and community members. This 170-seat venue is the site of over 150 performances a year involving nearly 1,000 local, regional, national and international artists.

Position Overview

The ODC Theater Operations Manager is the primary administrative and operations staff for the ODC Theater team, working closely in a supportive role to the Theater Director to ensure smooth and efficient day-to-day operations of the theater and effective, coordinated interface with the Finance team, Marketing and Communications, ODC's Rental Manager, Production and Facilities teams, front of house staff, and with contractors and select long-term tenants in ODC's Creative Campus.

The ODC Theater Operations Manager assists with staffing Theater Presents performances and serves as a primary point of contact and coordinator of administrative resources and hospitality for ODC Theater Presents, Resident Artist Program and public engagement activities.

The ODC Theater Operations Manager is a full-time, non-exempt, hourly position, working an average of 30 hours per week and reports to ODC's Theater Director.

Roles and Responsibilities:

- Serve as primary office manager/administrator for the ODC Theater including fielding correspondence, providing project management, and on-going financial record-keeping
- Work closely with Finance team to supply information and assist with tracking progress-to-budget goals for ODC Theater and report out to the Theater Director and relevant senior staff
- Track and manage status and timely submission of timecards, payroll information and invoices from ODC Theater staff and contractors for review and processing by Finance team
- Prepare departmental check requests with project coding
- Interface with ODC's Rentals Manager, Facilities, Production, Front-of-House, Marketing and Communications, School and Executive Staff to ensure clear and effective cross departmental communications and the timely exchange of information needed to facilitate campus-wide scheduling
- Actively participate in campus-wide staff meetings and institution-wide initiatives as appropriate, including but not limited to strategic planning, fundraising and full-staff retreats
- Maintain and communicate the schedule of Theater Lobby Gallery exhibitions, and assist as needed with scheduling preparation, installations and de-installations of visual art exhibitions in the ODC Theater lobby gallery space
- Provide general artist support and coordination of hospitality as required (e.g.; for ODC Theater Presents artists; Resident Artist retreats)
- Staff Theater Presents and Co-Presents events and performances and help facilitate visiting artist and patron experiences and to serve as a representative of ODC Theater in the community
- Provide administrative support and act as a liaison and coordinator with relevant ODC staff in the call for proposals, selection of artists and crafting of agreements for Opportunity Fund; Co-Presents and Presents and Artist Residencies
- Assist with collection/compilation of information for calendar listings of ODC Theater performances
- Track and manage the scheduling and delivery of resources available to Theater Co-Presents, Presents and Resident Artists (e.g.; complimentary access to classes, studio space, comp tickets) and resources required from these artists (e.g.; publicity materials, invoices and documentation of expenses)
- Maintain electronic and hard-copy files of ODC Theater agreements and contracts including the archive of completed agreements and contracts
- Prepare monthly and as-needed reports and reconciliations for Finance, Front-of-House, Executive Staff and Board
- Serve as an ODC Theater staff liaison to café operator and other long-term tenants of ODC's Theater building
- Other duties as assigned

Qualifications and Requirements

- Must be over 18 years-of-age and eligible to work in the US
- Bachelor's degree or higher education certification
- 3-5 years professional experience working for an arts organization or event space, preferable with a dance or other performing arts focus
- Demonstrated familiarity with and passion for dance and the performing arts
- Superior interpersonal skills and the ability to problem solve with artists and colleagues in a professional and positive manner
- Ability to prioritize and follow through on several projects/tasks simultaneously

- Excellent communication (verbal and written) and relationship management skills
- Effective organization, time management, attention to detail and robust project management skills
- Ability to provide clear direction and supervise casual labor
- Experience with Patron Manager and/or Salesforce a plus

Compensation & Benefits

The Theater Operations Manager is a full-time, non-exempt, hourly position, working an average of 30 hours per week and reports to ODC's Facilities Manager.

- Hourly rate DOE
- Sick time accrued as hours worked
- Includes medical benefits and paid time off
- Free dance classes from the ODC School
- Complementary tickets, as available, for ODC Theater events and ODC Dance performances

Physical Requirements and Work Environment

- Work is performed primarily in a performing arts facilities setting
- Work is primarily performed standing, walking and sitting
- Must be able to lift and carry 25 lbs

To Apply:

- Please email resume and cover letter with salary requirements to: HR@odc.dance
- Reference "Theater Operations Manager" in the subject line.
- Note, resumes submitted without a cover letter and salary requirements will not be considered.

ODC is an Equal Opportunity Employer