



Job Opening: Operations Manager

DISCO RIOT, a collaborative movement-based arts community and non-profit organization, seeks a part-time (10-15 hrs/wk) professional to serve as our **Operations Manager**. In collaboration with the administrative staff, this person will help to plan, organize, coordinate and execute financial and administrative services.

Founded in 2018, DISCO RIOT is a grassroots nonprofit organization focused on creating equitable and accessible opportunities to independent, local movement-artists. We design platforms to elevate more diverse dance voices (particularly those of BIPOC and LGBTQ+ artists), and to encourage the local dance scene to work together, rather than in competition. Our mission is to grow social consciousness and connection through collaborative movement-based arts. Our leadership, staff, and collaborators include a mix of artists and allies who strive to make San Diego a better place for dance, and provide an educational space that reflects contemporary and progressive professional realities. Over the past four years, DISCO RIOT has grown from a fledgling seed organization to one of the most influential and respected dance establishments in San Diego. We have accomplished this through innovative approaches to programming, artist relations, and connection to the community at large.

As the **Operations Manager**, you will serve as an integral member of our small team, reporting to the Artistic Director and CFO to support annual programming and execution. We are a highly collaborative and hard working team that also includes active board members, community volunteers, staff, and movement artists. You will have the opportunity to help shepherd DISCO RIOT into its next exciting phase, as we further develop our presence in the San Diego arts community.

You will thrive in an organization and shared space that values novel approaches to solving problems, strives for transparency, brings a positive and troubleshooting approach to challenges, and supports the independent and collective goals of the organization. You are a self-starter who enjoys owning projects and working both collaboratively and autonomously.

RESPONSIBILITIES:

- Lead for all operational processes and systems
- Participates in financial management, overall budget planning, fundraising and grant management, including generating reports and proposals
- Project management, budget and production logistics
- Processes bi-monthly payroll and account reconciliations
- Handles expenditures, purchasing, and cash management
- Develops, implements, and maintains updated calendars and schedules for the organization and its staff
- Administers all necessary paperwork for vendor interactions, performances and contracts
- Ensures that programmatic and operational activities remain on time and within a defined budget
- Oversees timely data collection for all programming
- Fields phone calls, emails, and general inquiries
- On-site event and program management; this requires some evenings/weekends
- Supports fundraising and donor research



SALARY / EMPLOYEE BENEFITS:

- Salary commensurate with experience, \$25-30/hr
- Flexible schedule (some evenings and weekends required)
- This is a part time, non-exempt position under the Fair Labor Standards Act

QUALIFICATIONS:

- Higher or continuing education preferred
- Experience in a nonprofit or business environment with similar responsibilities
- Experience in the performing arts or related arts production settings is highly desired
- Experience with Quickbooks or other financial management software
- Some event management experience
- Fluency in Google Suite and Microsoft Office
- Facility with both PC and Mac operating systems
- Ability to make independent decisions and collaborate to build consensus regularly
- Strong interpersonal skills and professional decorum with the ability to effectively communicate verbally and in writing
- Must be able to roll with the challenges, adapt to new situations, and shift priorities rapidly
- Proven capacity to work independently and as a team member
- Ability to maintain confidentiality
- Spanish fluency desirable

PHYSICAL REQUIREMENTS: We practice inclusion and provide accommodations and modifications for anyone or within an environment to minimize any discriminatory effect of a person's physical, emotional, or learning ability to the extent that we are able.

TO APPLY:

Please submit your resume and a brief cover letter by email to our Artistic Director, Zaquia Mahler Salinas, at zaquia@discoriot.org. Applications accepted and interviews scheduled on a rolling basis until the position is filled.