Now Hiring
Operations Manager - Eugene Ballet Academy

Organization
Since its founding in 1978, and under the leadership of award-winning Artistic Director Toni Pimble, Eugene Ballet has grown to become one of the West’s busiest and most versatile professional dance companies. Built upon an engaging repertoire of full-length classical ballets, contemporary works, and accessible family programs, Eugene Ballet continues to collaborate across multiple cultural disciplines to create innovative new pieces, as well as highlight the works of the country’s finest choreographers.

Eugene Ballet also serves as a leading advocate for increased access to the arts through regional dance training at its academy, immersive community outreach programs, and by sharing its home at the Midtown Arts Center with some of Eugene, Oregon’s top arts organizations. Eugene Ballet’s mission is to create, perform, educate, and inspire through the art of Dance, foster cultural collaborations, and increase access to the Arts.

Compensation and Benefits
• Full-time 40 hours per week.
• Annual salary range of $39,000 - $46,000, depending on experience.
• Employer sponsored health and vision insurance.
• 403 (b) retirement plan with employer match
• Seven paid holidays
• Ten days of paid vacation following the completion of one full year of employment

Position Objective
The Operations Manager is an integral part of the administrative team and is responsible for ensuring that office operations run efficiently, and the team is guided, well connected, and supported in their daily tasks. Responsibilities include assisting with the daily functions of the Academy, overseeing facility management, and supporting communication between admin staff, faculty, and academy families.

Duties and Responsibilities
As follows, but not limited to:
• Coordinate and manage schedules for facility, administrative, faculty, and programming.
• Support communication between administrative staff, faculty, families, and students.
• Manage studio use reservations and rental agreements.
• Organize and oversee volunteers, trade families, and reception staff.
• Assist the Academy Director and management team with specific tasks related to programming and events and serve as a communication conduit.
• Manage inventory and ordering of supplies.
• Support marketing efforts as needed.
• Oversee and assist with daily academy operations.
Essential Requirements

- 2+ years experience in customer service or office management.
- Developed verbal and written communication skills.
- Working knowledge of MS Office.
- Flexibility and adaptability, a willingness to learn and develop new skills in the field.
- A positive attitude and the flexibility to jump into the mix to fill a need when necessary.
- Hours will concentrate during academy open hours (M–F 12:00–8:00pm) but will fluctuate based on varying needs. Some schedule flexibility will be necessary.
- Must be available to work occasional weekend hours, especially during production weeks.

Other Requirements

- Strong and flexible interpersonal skills.
- Problem solves and is a self-directed, self-motivated team player.
- Exhibits an open and friendly demeanor that provides a positive and professional representation of the Academy.
- Exhibits willingness to mediate inter-relational problems.
- Communicates effectively and openly with individuals of all ages, genders, lifestyles, ethnicities, and backgrounds.
- Experience with Studio Director is a plus.

Please send your resume and two references to:

Jennifer Martin
jennifer@eugeneballet.org

Applications accepted until June 30, 2023.
Response time upon receipt is 5 business days.