

## TRANSCENDANCE YOUTH ARTS PROJECT IS HIRING AN OPERATIONS MANAGER

### MISSION

---

To guide young people in underserved San Diego County communities to transcend barriers, expand their ambitions, and create positive change for themselves, their families, and communities, through dance and performance. *Read about transcenDANCE and its Community Youth Development work on page 6.*

### OPPORTUNITY

---

This is a great time to work at transcenDANCE as it continues to celebrate the opening of the transcenDANCE Arts Center in Lemon Grove and the return of students following the Covid-19 stay at home orders. We're looking for an energetic, self-directed Operations Manager to support all aspects of the organization's mission driven work in the new facility.

### TO APPLY

---

Review the position description, duties, and qualification requirements. We know that not everyone fits every characteristic and qualification for any position. So, if you feel that you meet most of the qualifications, we encourage you to apply. If you think there are some aspects of the job you'd be better at than others, tell us about that too.

**Send your resume and a cover letter telling us how this opportunity fits your career goals and interests, as well as how you can bring value to the organization and this essential position. The deadline is September 17, but we will interview qualified candidates that apply before the deadline. Do not wait until the last minute. Send your application to [Victoria@artcareercafe.com](mailto:Victoria@artcareercafe.com).**

### OUR COMMITMENTS TO EQUITY AND EQUAL EMPLOYMENT OPPORTUNITIES

---

In 2020, transcenDANCE began a more intentional effort to develop a strategic plan that involves a collaboration of voices, including representation from all facets of the organization. The map of long-term endeavors includes trainings and a review of organizational policies and practices to ensure alignment with the strategic vision, and ongoing opportunities to integrate and embed an ever-deepening awareness. The goal of the equity work is not static; it is an ongoing commitment to co-create an environment wherein naming and addressing power dynamics, isms, inequities, privilege, and biases, is an essential experience of the collective safe space.

transcenDANCE is committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or

mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state, or local laws.

## **POSITION DESCRIPTION**

---

Because the Arts Center is transcenDANCE's home it should operate efficiently and safely for all who use it. For this reason, the Operations Manager is an essential member of the transcenDANCE team who is charged with managing all the organization's operational needs. Operations is a broad term that includes both administrative support and facility management. The position is ideal for someone who may have experienced a variety of jobs, has a multi-faceted skill set and a can-do attitude – a willingness to jump in and quickly learn what they don't know.

Moreover, the job of the Operations Manager requires the ability to manage and work effectively with competing priorities and parties in a fast-paced environment where the ability to pivot and adapt is critical. It requires excellent inter/intra-personal skills, the innate ability to attend to the details, patience with problems, and a solution-centered mindset. As a department of one, the Operations Manager must be a self-starter, highly organized, and possess the confidence in their ability to do the job well that comes with experience.

**This is a permanent, part-time, non-exempt hourly position that reports to the Executive/Artistic Director (ED/AD). The pay range is \$21.00-\$24.00 per hour with vacation benefits.**

## **ESSENTIAL DUTIES**

---

### **FACILITY AND EQUIPMENT**

- Oversee and ensure proper caretaking of the transcenDANCE Arts Center, including studios and offices, is a safe and efficient facility for all users.
- Ensure that all equipment (office, technical and production) is regularly maintained and repaired as needed.
- Proactively identify and resolve in a timely manner facility issues, building and equipment maintenance needs, as well as those identified by transcenDANCE staff.
- Regularly conduct, document and report on facility inspections for operational safety and effectiveness.
- Manage relevant facility and maintenance budgets (income and expenses), providing regular reports on their current and projected status with assistance from the Finance Consultant.
- Assist the Program Director with responding to urgent alarm calls.
- Ensure facility security with a plan for controlled access at all times.

- Test security systems regularly and review plans annually; upgrade or improve as needed.
- Promote safety within the building, train staff on safe practices.
- Manage equipment, including furniture, telecommunications, lighting and audio video equipment, office equipment, and climate control.

### **IT SYSTEMS SUPPORT**

IT Systems Support encompasses everything related to the organization's technological needs including but not limited to equipment, software, and the network. It also includes the provision of technical support for staff and volunteers, identifying and implementing improvements and troubleshooting when needed.

- Optimize the organization's use of technology to improve communication, ensure effectiveness, manage relationships with internal and external stakeholders.
- Establish policies and procedures to ensure technology and equipment are used and maintained properly.
- Ensure staff have access to training on software systems when needed.
- Provide guidance on IT purchases, services, and suppliers.
- Provide technical support for software systems, networks, and computer/technology equipment.
- Perform troubleshooting, repairs, and data restoration as well as ongoing back-ups and maintenance.
- Maintain licenses and upgrade systems as needed.

### **HUMAN RESOURCES ASSISTANCE**

The HR function of this position provides administrative assistance to the ED/AD with organizational HR activities such as:

- Manage transcenDANCE's human resources activities, including employment contracts, annual open enrollment processes, new hire paperwork, screenings, and terminations, as well as trainings and professional development, with leadership from ED/AD and Board member who supports HR.
- In coordination with ED/AD and Program Director, ensure that all independent contractor agreements are reviewed and revised for accuracy and compliance with state and federal laws.
- Ensure employee and independent contractor files are complete and secure.
- Track completion of employee performance evaluations annually.
- Respond to personnel policy inquiries.

- Assist employees with travel accommodations for conferences and meetings held out of the San Diego area.
- Manage Professional Development Fund requests for ED/AD review and approval.
- Maintain licenses and upgrade systems as needed.

#### **VENDOR/SERVICE CONTRACT AND FACILITY RENTAL MANAGEMENT**

- Obtain quotes from vendors and negotiate contracts for cost savings
- Coordinate and monitor activities of vendors and other facility contractors, maintaining productive relationships.
- Manage and review service contracts regularly.
- Serve as point of contact for current and future lease agreements.
- Monitor and schedule venue rentals, maximizing revenue and space utilization.
- Oversee and manage all rentals including liaising with renters, creating, and maintaining contracts, invoicing, and receiving payments, and organizing support staff as necessary.
- Respond to renters' needs in a timely manner, providing excellent customer service.

#### **POLICIES AND PLANS**

- Develop and manage practices and policies related to Covid-19 safety procedures, staying abreast of County Department of Health requirements.
- Create and implement a Cal-OSHA workplace safety plan.
- Create and train staff in a workplace emergency preparedness plan. Review annually with staff.
- Establish policies and procedures to ensure technology and equipment are used and maintained properly.

#### **OTHER DUTIES**

- This job description is intended only to illustrate the various types of work that may be performed. The omission of specific statements of duties, activities or responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## **EXPERIENCE, SKILLS, and ABILITIES**

---

### *Experience*

- Administration operations support experience, three or more years
- Experience with facility operations
- Experience with human resources support services
- Experience with maintaining and troubleshooting IT and software systems
- Experience with contract management

### *Skills*

- Detail-oriented and efficient management skills
- Excellent time-management and organizational skills
- Skilled with maintaining and troubleshooting IT and software systems

### *Abilities*

- Able work with many team members in different roles, including programs, finance, development, partners, and outside third parties (e.g., vendors and contractors)
- Highly proactive, able to identify and resolve issues - critical thinking/problem solving
- Able to work well in teams and in a team environment
- Willingness to commit to and fully engage in transcenDANCE's Racial Equity work.
- Able to manage multiple communications via email

### *An Ideal Candidate will have:*

- More than three-years' experience in a similar position
- Experience with rentals management
- Spanish speaking abilities
- Experience or connection to the arts and/or youth development fields

## **ADDITIONAL INFORMATION**

---

### *Hours, Location, and Reasonable Accommodations*

This is a part-time, non-exempt, position based on a 25-hour work week. There are occasional evenings and weekends required, as needed.

This position requires on-site work a minimum of 75% of the time. Administrative work may be performed either from home or at the Arts Center office, depending on organizational needs and job

requirements. Meeting locations vary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### *Travel*

Travel requirements are minimal and primarily within the cities of San Diego and Lemon Grove during business hours. Travel for this position includes errands, supply pick up etc.

## **ABOUT transcenDANCE**

---

transcenDANCE was founded in 2005 with the vision of being a youth-driven organization where young people have a platform to positively impact the world around them through dance and performance. The need for the organization arose out of several youth-identified needs in the community including having a safe and supportive space during out-of-school time hours and for creative self-expression and adult mentorship.

transcenDANCE is a nationally recognized Creative Youth Development (CYD) organization that has staged and produced more than 15 original dance theatre productions in its lifespan. The holistic Program Model of CONNECT, CREATE, CONTRIBUTE offers year-round programs and services to youth, teens and young adults in underserved San Diego communities.

The Creative Youth Development National Partnership describes CYD as a “commitment to supporting young people’s stories, ideas, and dreams through creative expression and honoring their lived experience.” In order to create environments that support personal growth, discovery and feelings of belonging and representation, CYD organizations share a commitment to 1) Racial Justice and Social Equity; 2) Youth Voices; and 3) Collective Action. To learn more, we encourage interested candidates to visit the [Creative Youth Development National Partnership](#) website.

transcenDANCE is rooted in the belief that youth are powerful agents of change that can inspire and lead community building and advocacy through the performing arts. transcenDANCE has been guided by a commitment to addressing social issues through performance and intentional programs for the last 15 years. Community engagement and partnerships have been key components of the mission, enabling increased access and education to life and leadership skills, and, at times, social justice issues.

In 2021, transcenDANCE successfully entered a new phase in its organizational development with the completion of the transcenDANCE Arts Center in Lemon Grove. This new building and its location on the Trolley’s Green Line significantly increases the organization’s ability to provide more creative and therapeutic services to more young people more of the time.