



## Deputy Director for Operations

### About the Organization:

For over 40 years ArtsConnection has one of New York City's most comprehensive arts education organizations with programs in the performing, visual and media arts. The organization has provided innovative arts programming to millions of students in the NYC public school system, enhancing their intellectual, social and emotional growth, while developing groundbreaking educational models. Each year, ArtsConnection partners with over 120 schools across all five boroughs, reaching students in grades pre-K-12, through programs taught by a culturally diverse faculty of professional artists in media, theater, dance, visual art and music. During the out-of-school hours, ArtsConnection's programs link NYC's vast cultural resources with teens and families.

### About the Position:

Working in close partnership with the senior leadership team, the Deputy Director of Operations (DDO) will oversee the overall internal operations of the organization, evolve and build the systems that will position the organization to successfully support our mission while staying current and relevant to the context of supporting young people through the arts.

The successful candidate will be a strategic systems thinker with experience driving results in a non-profit communal environment. They will have experience supervising others and managing a wide range of simultaneous projects, while also understanding the importance of equity and inclusion in all decision making.

Working under the supervision of ArtsConnection's Executive Director and in partnership with the senior leadership team, the DDO will provide leadership and ensure efficient administrative functions and results in the areas of arts education systems, finance, technology, and human resources. As an integral member of the senior management team, the DDO plays an active role as a thought-partner in planning for the organization's overall advancement. They will build and manage a team of full and part-time staff and consultants whose responsibilities include technology, bookkeeping and finance, data systems, human resources, and office administration.

### ORGANIZATIONAL LEADERSHIP: OPERATIONAL SYSTEMS AND STRUCTURES

- Ensure program and operational systems are structured to allow for consistent execution
  - Build, enhance and refine processes to support program and fiscal operations that are effective and efficient
  - Manage organizational communication systems and ensure workplace environment sets employees up for success

- Coordinate and communicate clear systems and inventory for managing office and programmatic equipment
- Facilitate Department of Education (DOE) contracting process with an understanding of program models and financial implications, and compliance with DOE regulations
- Facilitate renewal of Artist Contracts and design of future pay structures
- Develop and support procedures and flow of information between ArtsConnection departments (Fiscal, Programs, Development, Communications)
- Work with ED in providing ongoing strategic and financial updates to the Board of Directors and its Finance committee
- Update and help organization adhere to the Artist Manual, Employee Manual and, Intern Manual

#### FINANCE AND HUMAN RESOURCES

- Oversee all finance and HR Operations
  - Finance
    - Work closely with Executive Director and senior staff in the creation and monitoring of annual operating budget, with timely month-to-year closings, annual and long-term budgeting.
    - Oversee function and integrity of financial systems and records.
    - Work with team to ensure appropriate evolution of financial systems to match strategic plan and current digital work environment
  - Human Resources
    - Oversee and ensure compliance for human resources functions and processes, including hiring, payroll, employment policies, benefits and performance management.

#### TECHNOLOGY

- Utilize technology to streamline internal operations, programs, and meet the evolving needs of the organization
  - Supervise systems manager
  - Ensure clear system for storage and inventory of digital material (i.e. photo, videos, media release forms)
  - Ensure clear system for storage and inventory of all equipment used by staff, artists, and schools (i.e. laptops, ipads, cameras, microphones, headsets)
  - Ensure clear system for storage and inventory or all instruments and arts materials in use by schools
  - Evolve current systems to plan and track program data needed for funding proposals, reports, and public relations
  - Serve as a central repository for all organizational reports and dashboards, ensuring sufficient upkeep and data entry

#### ARTS EDUCATION OPERATIONS

- Collaborate with Director of In-School Programs and Associate Director of Teen Programs and Community Engagement.

- Stay current with policies and procedures related to working with city agencies like the Department of Education, Department of Health and Department of Youth and Community Development.
- Facilitate procedures for artist onboarding, data collection and mandated trainings

Candidate requirements:

The ideal candidate will possess the following qualifications:

- Organizational leadership experience and capacity to facilitate strong teams
- Comfort navigating a diversity of information and crafting a stable but flexible operational plan/system to make decisions based on those variables.
- Strategic thinker who can analyze and synthesize large amounts of data quickly, draw conclusions and define solutions.
- Systems thinker who does not respond to individual scenarios or prompts, but understands the symptoms of a challenge and can design broad operational systems
- Strong working knowledge of operational and technology solutions that support programs and organizational systems.
- Experience navigating financial and HR requirements in non-profit organizations including supervising staff, developing financial projections and work with programs like Blackbaud/Raiser's Edge/Paycom
- Motivated by the opportunity to provide leadership across finance, contracts, HR, IT and facilities and demonstrate the ability to work at the strategic level and hands-on as needed.
- Commitment to the mission of the organization, anti-racism and equity for all, demonstrating thoughtful on ways to integrate these values into organizational operations and culture

DEADLINE for applications: Monday January 17th, 2022 by 9:00 am

Annual full-time salary: \$100,000

Hours: 9 am – 5 pm, with some evenings and weekends

In-person attendance required 3 days per week (Tuesdays, Wednesdays, Thursdays)

Full Benefits included

Cover letter and resume only to:

Email: [jobquery@artsconnection.org](mailto:jobquery@artsconnection.org)

Subject line: Deputy Director of Operations

ArtsConnection is an equal opportunity employer. We have a strong commitment to equity and inclusion, and value the leadership and skills of people from diverse backgrounds. People of color, LGBTQ persons, and people from other historically marginalized backgrounds are encouraged to apply.

No calls please.