



POSITION: Manager of Operations & Program Logistics

STATUS: Full-time with expectation to be available some nights & weekends

REPORTS TO: Executive & Artistic Director and Associate Director of Programming & Partnerships

DESCRIPTION: OZ Arts Nashville seeks an organized and detail-oriented person with a passion for contemporary performance and art to serve as Manager of Operations and Programming Logistics for the non-profit contemporary cultural center.

ABOUT OZ ARTS NASHVILLE:

OZ Arts presents and produces contemporary performances and exhibitions by adventurous local, national, and international artists who influence the future of the performing and visual arts. Since opening in 2014 as a non-profit arts center, more than 80,000 diverse patrons and students have experienced our groundbreaking performances, exhibitions, and workshops, and hundreds of artists have used our unique Creative Warehouse as a laboratory to collaborate across artistic disciplines as they invent and premiere professional work that confronts urgent issues of our time.

Housed in a vast converted warehouse in West Nashville, OZ Arts has a special focus on adventurous theater, dance, multimedia and hybrid projects by artists who reflect our diverse society, utilize new art forms and technology in creative ways, and provide opportunities for meaningful engagement with audiences, students and cultural and civic leaders. Learn more at: ozartsnashville.org

POSITION SUMMARY:

The Manager of Operations and Program Logistics is a key member of a small but dedicated staff of 8 people, providing crucial support for the day-to-day functions of the organization, its facility and operations, while supporting the creative mission by coordinating artist schedules, travel, housing, payments and hospitality. Reporting to the Executive & Artistic Director and the Associate Director of Programming & Partnerships, this role supports the logistical and technical execution of OZ Arts' artistic programming, outreach initiatives, and private rental events. The position manages logistics for artist programs (including travel, housing, transportation, and hospitality), producing schedules, being a primary liaison with the Production department to ensure technical aspects of each presentation are on track, and engaging with the vibrant community of local artists that OZ Arts attracts. Additionally, this role takes responsibility for financial reconciliations, vendor management, development support, various

administrative tasks, and tracking supply inventory. The Manager of Operations & Program Logistics is part of a devoted team that is engaged in many facets of performances, exhibitions, and community events. Team members are often called on to wear several hats and engage with venue management, donor relations, PR support, event planning and production.

RESPONSIBILITIES*:

- Provide general office management and oversight including basic HR activities such as employee onboarding and PTO approval among other duties.
- Liaise with finance and accounting office regarding invoices, vendor relationships, and day-to-day financial management.
- Prepare travel and credit card reports.
- Oversee special event inquiries, bookings, and event planning, including venue tours, software maintenance, and client communications
- Serve in a venue management capacity for specific events as needed.
- Work with the Executive & Artistic Director, Associate Director of Programming & Partnerships, and Director of Production on the implementation of OZ Arts' various programming and productions.
- Coordinate programming calendars, schedules, budgets, and logistics, including artist travel, housing, ground transportation and hospitality.
- Serve as primary liaison for artists during performances, including logistical questions, local recommendations, complimentary tickets, and city navigation.
- Assist with public programs, visual art exhibitions, residencies, education and outreach programs, fundraisers, and special events as directed.
- Support the needs of the production and technical team, including participation in creation of production schedules and review of technical riders.
- Support PR needs for presentations and annual fundraisers, including maintaining press list, assisting with follow-up, and organizing digital assets.
- Work with development and event staff to assist with planning and managing aspects of fundraising events, including performance or artist components.
- Provide general operations support, communicating with house management, parking, landscaping, building maintenance, and volunteers as needed.
- Perform general clerical duties, including: photocopying, mail distribution, filing.
- Provide internal hospitality, including making daily coffee
- Answer phones and route calls, as necessary, to appropriate individuals.
- Manage inventory for general office and special events as needed.
- Other duties as assigned.

**OZ Arts may adjust the specifics of the role and responsibilities depending upon candidate skillset and the changing needs of the organization.*

QUALIFICATIONS:

The successful candidate will enjoy taking an enthusiastic, positive approach to working within a small, mission-driven arts organization. They will have the ability to work collaboratively and possess strong written and verbal communication, customer service,

and organizational skills. The Manager of Operations & Program Logistics should be able to work under pressure at times, proactively problem-solve, and handle confidential matters with discretion.

- Demonstrated passion for contemporary performance, art and media.
- At least 2 years of experience in the field or in a related area.
- Working understanding of theater and/or arts organization operations
- Experience with event planning and/or live performance required
- Excellent customer service skills, confidence and ease with the general public
- Strong organizational and communication skills
- Knowledge of office management systems and procedures
- Keen attention to detail and able to work well under pressure
- Ability to handle multiple tasks at once, work independently and meet deadlines
- Ability to organize and maintain complex schedules and systems
- Strong computer, internet, and social media skills; proficient in MS Office
- Experience with general day-to-day IT support (software updates, printer compatibility, troubleshooting) for a small office preferred

Candidates are encouraged to explain how their experience or education relates to their potential success in this position.

SCHEDULE:

Monday – Friday 10am-6pm with expectation to work some nights and weekends as productions/events require.

COMPENSATION:

Salary range from \$55,000. OZ Arts will negotiate a specific salary commensurate with experience and capacity. OZ Arts offers health insurance benefits and generous PTO.

OZ Arts Nashville is an Equal Employment Opportunity employer. All aspects of the employment process will be merit-based and applied without discrimination on the basis of race, color, religion, sexual orientation, gender identity, marital status, age, disability, national or ethnic origin, military service status, citizenship or other protected characteristic.

CONTACT INFORMATION & PROCEDURE:

Candidates may send resume, cover letter, and three references to program@ozartsnashville.org with subject: Your Name, Manager of Operations & Program Logistics
No phone calls, please.

OZ Arts Nashville
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