



Operations Manager

STUDIO TENN | FRANKLIN, TENNESSEE

FULL-TIME · PRIMARILY IN PERSON

REPORTS TO Executive Director

SALARY \$60,000–\$65,000

THE OPPORTUNITY

The show isn't the only thing that needs to run smoothly.

Studio Tenn is seeking a hands-on Operations Manager to strengthen the administrative, financial and organizational systems behind our productions, programs and community work. A member of the Leadership Team, this person will help build how Studio Tenn works—creating practical systems and coordinating responsibilities across departments without unnecessary bureaucracy.

Reporting to the Executive Director, the Manager will work closely with the Controller, department leaders and especially the Production Manager as a complementary partner. Operations leads company-wide administrative, financial and systems infrastructure; Production leads the planning, administration and execution of productions and programming. The Manager will supervise a part-time Administrative Assistant (approximately 20 hours weekly).

WHAT YOU WILL LEAD

- Coordinate financial workflows, including budget tracking, accounts payable documentation, expense coding and follow-up, working closely with the Executive Director and Controller. The Controller retains responsibility for accounting and processing payments.
- Design and improve practical systems, workflows and standard operating procedures that make work more consistent and accountable.
- Coordinate cross-department projects, publications, records, facilities and vendor relationships, ensuring details and deadlines are addressed.
- Coordinate administrative processes for artist and organizational contracts, including documentation, approvals and follow-through in partnership with artistic and production leadership.
- Coordinate employee onboarding, personnel records, leave tracking and benefits administration, including open enrollment, in partnership with the Executive Director and professional HR resources. Support payroll and contractor administration.
- Supervise the part-time Administrative Assistant and help build shared administrative support across the company.

WHO WILL THRIVE HERE

We seek an operations professional with financial aptitude, sound judgment, initiative and follow-through, experience improving workflows and managing multiple priorities, and strong communication and technology skills. Knowledge of artist contracting and theatrical unions is a plus.

Experience in arts or nonprofit organizations is welcome but not required.

HOW WE WORK

We are a collaborative, hands-on organization. This role is for someone who can move between big-picture thinking and practical problem-solving, ask good questions, help colleagues follow through and bring ideas for improvement—not merely maintain existing processes. The position is primarily in person in Franklin, with occasional evening or weekend work and reasonable schedule flexibility.

COMPENSATION & BENEFITS

Annual salary: **\$60,000–\$65,000**, commensurate with qualifications and experience. Annual performance bonus opportunity of up to 5% based on individual and organizational goals. Medical, dental and vision insurance with Studio Tenn covering 80% of the employee premium; paid time off beginning at 10 days annually and increasing with tenure; five paid sick days; paid company holidays; an additional paid year-end office closure; complimentary and discounted access to productions and programs; and professional development opportunities.

ABOUT STUDIO TENN

Studio Tenn is a year-round professional theatre company and the resident theatre company of the Turner Theater at The Factory at Franklin. With new executive leadership and a growing audience, we are investing in the people, relationships and systems that will strengthen our organization and expand its artistic and community impact.

HOW TO APPLY

Email a résumé and substantive cover letter to **Mark Fleischer, Executive Director**, at markfleischer@studiotenn.com, with “**Operations Manager**” in the subject line. Please address:

1. An operational or administrative system, process or workflow you helped build, improve or stabilize, including your personal role and the result.
2. Your experience working with budgets, financial information or business operations, particularly in partnership with accounting or finance professionals.
3. What interests you about helping strengthen Studio Tenn’s operations at this point in the organization’s development.

References will be requested later in the selection process. Full position information: studiotenn.com/work-with-us

Studio Tenn is committed to an inclusive, collaborative and respectful workplace and welcomes candidates from diverse backgrounds and experiences.