

PENUMBRA



Operations Manager

BACKGROUND

Founded in 1976 by award-winning director Lou Bellamy, Penumbra is a nationally recognized organization housing Minnesota's only Black professional theatre company. Penumbra has earned tremendous accolades, producing nearly 200 plays, over 30 premieres, and has cultivated generations of artists of color. Through our powerful art, we open hearts, rehearse strategies for change, and dispel dehumanizing narratives of people of color.

Today, Penumbra is evolving into its next life cycle: a performing arts campus and center for racial healing that nurtures Black artists, advances equity, and facilitates wellness for individuals and community. Our space will center the Black experience, learn from and support people of color who are not Black, and welcome white individuals interested in building resiliency and competency for racial equity and racial healing work. The Penumbra Center for Racial Healing will stand in solidarity with and support indigenous communities upon whose land the work is located.

GENERAL OVERVIEW

As we evolve into the Penumbra Center for Racial Healing, we are seeking an ambitious, technology savvy, and detail-oriented Operations Manager (OM) who provides high-level support for the executive leadership team and process management for projects and priority work across the organization. In addition to supporting executive and cross-functional teams, the OM powers Penumbra's day-to-day operations, assisting with board governance, financial administration, human resources, and general management.

The OM is a reliable, supportive, and compassionate team leader focused as much on the integrity of the process as the excellence of the product. A successful candidate will be proactive, resourceful, highly organized, a strong communicator, attentive to confidential information, and able to manage multiple priorities simultaneously.

This is a full-time, exempt, salaried position reporting to the President and COO.

PEDAGOGY

Operations efforts must be guided by pedagogy that centers Black American and Black diasporic experiences, is antiracist, healing focused, trauma-aware, culturally responsive and relevant, supportive of LGBTQIA+ people and communities, and anti-ableist.

RESPONSIBILITIES OF THE ROLE

The responsibilities of the OM include:

Executive Leadership Support

- Provide support on calendar management, prioritizing inquiries and requests while proactively troubleshooting conflicts; making judgments and recommendations to ensure smooth day-to-day engagements
- Collect and prepare briefings or presentations for executive leadership meetings
- Communicate on behalf of executive leadership, maintaining substantial contact with key constituencies
- Perform a variety of high-level administrative duties

Process Management

- Support assigned projects that span one or more cross-functional teams
- Develop and deliver status reports to executive and senior leadership teams
- Identify and implement opportunities to drive best practices and increase organizational efficiencies and effectiveness

Board Governance

- Maintain Penumbra's Board of Director meeting calendar
- Coordinate board and committee meetings
- Prepare meeting materials
- Manage board communications
- Coordinate the on-boarding and orientation of new board members
- Take meeting minutes as assigned

Financial Administration

- Assist with payment processing
- Assist with the procurement and management of invoices, receipts, and reimbursements
- Assist accountant and other staff in resolving finance-related queries
- Maintain financial/business forms and files
- Assist with the updating signatories and banking-related authorizations
- Recommend improvements and initiate new procedures in accounting/business systems

Human Resources

- Assist with talent acquisition efforts - posting job ads and helping to onboard new hires
- Assist with benefits administration - coordinate benefits processing tasks such as enrollments and plan changes for healthcare, and other benefit programs
- Assist with personnel files and document management

Business Operations

- Serve as the first point of contact for operational concerns
- Manage Penumbra's office equipment, IT services, security access, and physical space

- Provide primary support for meetings
- Book work-related travel

Other duties as assigned

VITAL ATTRIBUTES

The OM must be able and willing to...

- * Support the cultivation of an inclusive, equitable, and liberatory environment;
- * Recognize how her/their/his identity impacts her/their/his work;
- * Commit to supporting teams with humility, compassion, rigor, integrity and discretion;
- * Communicate authentically and transparently;
- * Provide diligent and timely administration on all aspects related program management;
- * Collaborate with colleagues and partners; nurture teams reports and support supervisor;
- * Be institutionally minded; preserve the legacy and advance the vitality of Penumbra;
- * Be adaptive through change and iterative processes of discovery.

How to Apply

The Operations Manager is a year-round, full time, exempt position. Penumbra Theatre Company is an Equal Opportunity Employer that values a diverse and inclusive environment. All applicants are welcome.

Please send your cover letter, resume, and three professional references. Include "Operations Manager" in subject line and email to: info@penumbratheatre.org

Applications will be reviewed immediately and interviews will be conducted on a rolling basis until the position is filled. No phone calls, please.

Job Details

Salary Range: \$50,000 - \$60,000 | Benefits: Yes | Position Type: Full time | Job Category: Operations