



Position Description

Position Title: Operations Manager

Status: Part Time (Seasonal) - Hourly

Duration: April 1 – November 15

Salary: \$20 / hour

Working Hours: Weekends, evenings, and some weekdays. Average hours per week will vary dependent upon event activity, and can range anywhere from 0 – 30 hours.

About Simsbury Meadows Performing Arts Center

Simsbury Meadows Performing Arts Center (SMPAC) is a state-of-the-art venue located in the heart of downtown Simsbury, 22 Iron Horse Blvd. Comfortably situated in the scenic Farmington Valley, mid-way between Hartford and Litchfield, Simsbury Meadows is the state's second-largest outdoor venue, with a capacity of 10,000. Summer home to the Hartford Symphony Orchestra, the venue features world-class performances in classical music, pop, country, and jazz, as well as family programming, festivals, athletic events, races, and markets. The Simsbury Meadows Performing Arts Center, Inc. is a 501c-3 non-profit organization affiliated with the Town of Simsbury.

Position Overview

Under the guidance of the Executive Director, the Operations Manager will oversee a wide range of functions in the areas of facility management, bar and concessions management, and finance management. The Operations Manager will be expected to consistently provide an outstanding experience for donors, patrons, community partners, vendors, staff, and volunteers.

Roles and Responsibilities

Facility Management

- Manage relationships with all site services vendors to include contract management, scheduling, on-site receipt of deliveries and timely invoice processing. Site services include, but are not limited to: portable restrooms, artist and production trailers, equipment rentals, electrical services, janitorial services, security services, waste removal, ice, soft goods, shuttle transportation
- Prepare and maintain inventory of all venue and rental equipment and supplies, alerting Executive Director of any maintenance/repair or replacement needs in a timely manner.
- Manage and maintain all venue equipment (golf carts, Cushman, Bobcat, chairs, signage, fencing, etc.), including adequate fueling and ensuring all equipment is in good working condition prior to each event.
- Oversee annual site opening/setup and end of season site breakdown/closing
- Oversee part-time Facility Management Assistants to include scheduling, training, and providing direction and guidance with regard to task execution

- Document event prep needs and timelines, and prepare the venue for each event
- Develop, document, and regularly update facility safety procedures and training
- Oversee diagram creation and field marking for all site services equipment, food/beverage vendors, and overflow parking areas
- Collaborate with Town Parks Superintendent to prepare parking areas and scheduling lining, and to ensure clear marking of sprinkler heads and areas for event services rental equipment placement on grounds.
- Receive and document all lost and found items
- Participate in Operations Committee meetings

Bar and Concessions Management

- Solicit and contract food vendors for select events
- Collaborate with Operations Committee volunteers to coordinate the setup and breakdown of beverage station(s) for all events
- Manage point-of sale system and equipment ensuring functionality, timely updates, efficiency of use, and user training
- Oversee sales management of beverage operations including determination of cash advance needs, accurate accounting of cash and sales, timely deposits, proper security of cash by controlling access and employing the organization's cash handling controls and standards
- Work with beverage distributor(s) and Operations Committee, to assess, recommend, and manage pricing, ordering, receiving, and inventory control of products sold while meeting budgetary guidelines
- Work with marketing design team and/or distributors to create pricing signage
- Review current products offered to patrons and recommend new product offerings as appropriate based on audience demographics
- Manage all beverage storage and service equipment and conduct regular cleanings with attention to meeting and exceeding all recommended health and safety protocols
- Maintain a safe and clean environment, ensuring that all health and liquor guidelines are followed
- Serves as liaison with Farmington Valley Health district

Finance and Payroll

- Receive, document, and process all invoices for approval and timely payment
- Collaborate with bookkeeper to ensure accurate income/expense coding via QuickBooks
- Oversee accounts receivable payment deposits
- Oversee timesheet recording for all staff, ensuring timely submission to the Executive Director at the conclusion of each pay period
- Ensure timely coordination of event cash advance needs with organization's financial institution
- Complete quarterly CT DRS Sales Tax Reporting and Payment
- Collaborate with bookkeeper to complete annual vendor 1099 filing
- Participate in Finance Committee Meetings

- Other duties as assigned by Executive Director

Required Knowledge, Skills, and Abilities

- Demonstrates integrity throughout all facets of work
- Excels in a fast-paced environment
- Exceptional multi-tasking skills
- Excellent financial management, oral and written communication skills

- Strong interpersonal and relationship building skills
- High level of attention to fiscal responsibility
- Detail-oriented with strong organizational skills and commitment to accuracy
- Demonstrates integrity throughout all facets of work
- Highly flexible and adaptable to change
- Demonstrated ability in technology use and point of sale system management

Qualifications

- High school diploma or equivalent, college degree in relevant field preferred.
- Minimum two years' experience in operations
- Due to the nature of the performing arts venue's activity, a flexible schedule is required

Working Conditions and Physical Tasks

- Considerable standing and walking
- Ability to frequently lift and or move up to 50 lbs, bending and stretching overhead is required
- Outdoor events will expose this position to extremes in temperature and inclement weather
- Some local travel necessary; valid driver's license and access to own insured vehicle required
- Employee will be required to operate/drive a Bobcat, Cushman and/or golf cart.

Applications

Please submit cover letter and resume by email to:

Missy DiNunno
 Executive Director
 Simsbury Meadows Performing Arts Center
 Email: missy@simsburymeadowsmusic.com

Diversity and Inclusion

Simsbury Performing Arts Center (SMPAC) is committed to creating a diverse, equitable and inclusive environment in its board, staff, vendor relationships and entertainment offerings. We are dedicated to creating a diverse and inclusive culture where everyone feels welcomed, valued and included, onstage and off. We believe we are stronger as an organization when we embrace the unique attributes, characteristics, abilities, and perspectives of all individuals. SMPAC does not discriminate or permit discrimination in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability, or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.