



May 25, 2022

Kinetic Arts Center (Oakland, CA) is Seeking Qualified Candidates for the Role of Operations Manager

Operating since 2009, Kinetic Arts Center (KAC) creates innovative and dynamic circus culture through exceptional classes, training, and performance. The company is growing quickly again as we ramp back up, post – COVID pandemic. At this time, our circus school, training facility, and production house is requesting resumes from qualified individuals to fill the role of Operations Manager.

The Operations Manager is a front-facing, intersecting position that requires a charismatic, client-centered, fluid-working, and organized person who will help ensure the continued successful operation and growth of the company on both a daily and long-term basis. This position is a key management position in the company - attends weekly staff meetings, production meetings as needed, and contributes actively to the development of the efficient running of the organization.

We strive to deliver excellence to our clients and staff and the Operations Manager is critical to this goal. Our future Operations Manager will work closely with company Directors, instructional and administrative staff, artists, and clients/students and is the position which disseminates company information with ease. *This is a long-term position.*

The position does have some scheduling flexibility built in, is full-time, on-site, and has support staff to cover business hours. General operating and open hours are early afternoon – evenings, Monday through Friday, and Saturday mornings to early afternoon most of which is covered by this position.

Pay: \$25 per hour – Half-Time at hiring and ramping up to Full-Time by September 1st.

Benefits: Health Care, Dental, (upon full-time status), Sick Leave, Comped Open Gym, Generous Discount on Classes.

Hire Date: Now until position is filled.

Candidate's Job Requirements/Experiences:

- It is mandatory that you have a proficiency in PC computer software and web-based applications like Microsoft Word, Excel, Google Apps, Drop Box, Slack, Zoom, etc.,
- Having a working knowledge of Mind Body systems or other registration/database systems is highly important. Able to learn a custom registration/database system is critical,
- Excellent and proven communication skills is a must,
- Experience with administration and project management a plus,
- Live production/ Box Office and theatre/ circus experience is a plus,
- Comfortable working with an eclectic group of clients is essential,
- Bachelor's degree is preferred but not essential.

Specific Tasks Include:

- First point of contact for all clients via Front-desk management,
- Client communications and problem solving,
- Email and phone transactions,
- Daily coach/admin staff scheduling, subbing, management,
- Class/facilities management via calendar resources and communications,
- HR support via new hire docs, payroll prep, injury reports, etc.,
- Box office and front of house for in-house productions,
- Classes, events, productions, payments and contracts management and registration via Mind Body and/or other systems, and
- Day to Day office/company management.

Please submit your resume, and references to jobs@kineticartscenter.com. We look forward to hearing from you soon.