

The Industry Standard Group (TISG) Job Description Operations Manager (Contract)

The Industry Standard Group is seeking candidates for the position of Operations Manager, who will be on contract with TISG and report to the board of 8 managing members. (To learn more about TISG please follow this link: www.theindustrystandardgroup.com)

Ideal candidates will possess the following characteristics:

- Fierce commitment to equity, diversity, inclusion, radical access, transparency & accountability
- Organized, detail-oriented and is excited to own the organization's procedures, processes and the tracking of internal workflow
- A nuanced communicator who understands how and when to jump in and step out.
- Can deftly manage the many different stakeholders and groups of folks we are building with
- A good listener who can hold the details of many different on-going pathways of work
- Project manager with strong follow-through and a polished finish
- Nimble, enthusiastic, and willing to jump into different roles as needed.
- Can troubleshoot on their own but isn't afraid to ask questions when something is unclear.
- Strong writer, marketing/copywriting experience is a plus

Core Responsibilities include, but are not limited to:

- Lead the development of the administrative, financial, and operational infrastructure of the Second Act Theatrical Capital
- Supervise the execution of programs organized by and in partnership with The Industry Standard Group
- Be at our meetings and a central organizational force for our decentralized leadership structure
- First line of communication with many different folks - following up to requests, scheduling and facilitating conversations
- Administrative - lead meetings, put together agendas, keep track of to-dos and keep meeting notes.
- Draft and sometimes finalize polished public-facing materials including presentations, information packets, and the website

- Financial - Help keep track of budget and expenses, work closely with our fiscal sponsor Producer Hub and our bookkeeper, facilitate bill payment
- Lead our community partnership/allyship program
- First line responder to inquiries and questions from members and potential investors
- Facilitate the selection process for shows through the “Threshold of Responsibility”
- Support investor recruitment and fund capitalization efforts.

What this role can grow into:

This job position will start as a contracted (non-benefit) position that is flexible to the working hours of the candidate. The position can grow into a full-time executive level staff position with full benefits and PTO.

Support future development of programming for THE INDUSTRY STANDARD GROUP including mixers and community building events, educational programming, and Industry Standard Group Nights.

This is an opportunity for someone who wants hands-on experience in building a new mission-based organization from the ground up. Someone who believes that change requires not just big ideas, but many small meaningful and intentional steps. If you are passionate about theater and geek out about organization and follow-through, this gig is for you. Operations Manager will receive exposure to many top folks in the business and producing side of the theater industry as well as theater lovers and first time investors and producers. This person will work closely with the eight co-founding members, and tag team duties with them.

Qualifications / Skills (Strongly preferred)

- A passion for working with and empowering communities of color, social justice organizing, and community controlled finance;
- Experience in organizational leadership position and collaboration within teams;
- Fluency with Excel and experience with accounting software like Quickbooks and Salesforce;
- Clear, thoughtful, and coherent communicator in both written and oral forms;
- Experience or strong desire to learn about commercial theatre producing and investments or performing arts.

Compensation

Salary will be commensurate with experience and negotiable
The position does not include insurance or benefits.

How to Apply

Please email your resume with a brief introduction about yourself to connect@theindustrystandardgroup.com. Please title your submission “Operations Manager Application” in the subject line.

Applications will be reviewed on a rolling basis, and the position can start as early as February 15, 2021.

The Industry Standard Group is an organization that places equity, diversity, and inclusion as a foundational priority. Womxn, BIPOC folx, immigrants, queer, and gender nonconforming people strongly encouraged to apply.

Again, to learn more about TISG visit: www.theindustrystandardgroup.com

SECOND ACT THEATRICAL CAPITAL

Second Act Theatrical Capital (2ATC) is a subsidiary of The Industry Standard Group (TISG). TISG is a community organization that promotes diverse projects, increases the presence of BIPOC (Black, Indigenous, and People of Color) investors & producers in the commercial producing field, & expands the opportunities that these communities are granted in the industry.

2ATC is a producing group that takes an active stake in the operation of Broadway shows; executing initiatives, managing in departments of expertise (particularly areas of equity, diversity, inclusion, community outreach, & antiracism), as well as being responsible for bringing in significant capital to the creation budget.

Within 5-10 years, we hope to significantly shift the demographics and perspectives involved with theatre producing and investing by opening the door and creating unprecedented access.