



Director of Operations Job Description

Title: Operations Manager

Reports to: Executive Director

Classification: Full-Time Employee, Exempt

Compensation: \$42,500 - \$45,000 annual salary, with generous PTO and benefits packages

Organization Information: Accent Pontiac's mission is to strengthen Pontiac's youth and community through equitable access to intensive and consistent music making. Accent Pontiac is an El Sistema-inspired during and after-school music program that uses music as a vehicle for social change. A partner of the Pontiac School District, Accent Pontiac launched in September 2016 and currently serves 250 students in percussion, brass and woodwind classes. Accent Pontiac is a 501(c)(3) non-profit organization. Learn more at accentpontiac.org.

Job Summary: The Operations Manager is responsible for managing the day-to-day operations for Accent Pontiac to achieve its mission of social change through music. The Operations Manager works collaboratively with the Executive Director, Development Director, and Education Director to facilitate logistics for an impactful program for Pontiac youth. The Operations Manager reports to the Executive Director and is part of the Accent Pontiac leadership team. This is a full-time, year round position. Some evening and weekend commitments are required.

Responsibilities include:

- Program Operations (100%)
 - Support the Education Director in all logistics for Accent Pontiac programming, including:
 - Set academic year and summer program schedules across multiple sites, and in collaboration with multiple partner organizations.
 - In conjunction with the Education Director, create in-school, after school and summer program budgets on an annual basis.
 - Manage student recruitment and enrollment process.
 - Plan and manage program events including student performances, field trips, guest artist experiences, and workshop weeks.
 - Oversee maintenance of instrument inventory and coordinate repairs, as needed.

- Compile and maintain student data including, but not limited to, demographics, contact information, attendance, and retention.
 - Develop enrollment forms and distribute program materials, permission slips, event flyers, etc. Make follow up calls.
 - Be the primary purchaser for programming supplies, equipment, reservations, tickets, and food.
- Provide logistical support, as needed, for Accent Pontiac Performances, Field Trips and Community Events
 - Maintain professional and collaborative relationships with school partners and all other Accent Pontiac stakeholders.

Other duties may be assigned as needed.

The ideal candidate will possess:

- Strong commitment to the philosophy of social change through music.
- 2+ years of experience in an administrative role, ideally in a non-profit setting.
- Bachelor's degree or equivalent experience.
- Ability to implement projects from conception to completion with minimal supervision.
- Effective planning and organizational skills, with the ability to consistently meet deadlines.
- Strong managerial and interpersonal skills, with the ability to maintain tact, diplomacy and the strictest confidence as needed.
- Flexibility and the ability to work collaboratively.
- Proficiency in Microsoft Office, Google G Suite, and ability to learn other software programs as needed.
- Access to reliable transportation.
- Successful completion of a background check.

Inquiry: Please submit a cover letter and resume to info@accentpontiac.org.