



## Operations Manager, Dance

**Employment Type:** Permanent, Full Time, 5 days per week (35 hours per week)

**Location:** Granville Island

### About Arts Umbrella

Arts Umbrella is where young artists ages 2–22 cultivate their creativity in Art, Design, Dance, Theatre, Music, and Film. As a non-profit organization for arts education, we believe that art is powerful. Powerful enough to change a child’s life in incredible ways. When young people connect with the arts, they gain self-confidence, develop self-discipline, and discover creative expression—qualities they carry with them for life. Arts Umbrella has three locations in Vancouver and Surrey, as well as donor-funded programs at schools, community centres, neighbourhood houses, and healthcare facilities across Metro Vancouver. We serve nearly 20,000 young people every year, with 77% participating in donor-funded programs.

In April 2021, Arts Umbrella moved into a new home on Granville Island. This transformational opportunity allows us to further our vision for a better world where all young lives are inspired to pursue a lifelong journey towards self-expression, compassion, and humanity. It is our mission to be a leader in arts education for young people; to build community and deliver profound life experiences through our commitment to innovation, excellence, and inclusivity. Arts Umbrella is an organization full of heart, where self-expression and creativity are valued and nurtured.

### The Opportunity

Reporting to Artistic Director, Dance the Operations Manager, Dance is responsible for supporting the strategic planning and operation needs of the Dance Department and the Arts Umbrella Dance Company.

### In this role you will:

- Collaborate closely with the Artistic Director and Production Manager to ensure the effective planning and execution of performances, rehearsals, and artistic projects
- Collaborate with the finance team and Artistic Director to monitor and manage the department’s budget, expenses, and financial performance
- Assist in the development and execution of marketing and promotional strategies to enhance the visibility and reach of department programs
- Collaborate with the HR department on the recruitment and hiring for administrative, faculty and musician positions



- Develop and implement operational strategies to improve efficiency, reduce costs, and increase productivity within the Dance department
- Address and resolve any operational issues or challenges that arise, ensuring minimal disruption to departmental operations
- Provide support to the administrative team, teaching faculty, and musicians to ensure a positive and productive working environment
- Manage the dance department administrative team in the execution of various projects and timelines in service of departmental goals
- Participate in the administration and coordination of special projects as needed
- Perform related duties in keeping with the purpose and accountabilities of the job

### **Here is what you bring:**

The competencies for this position would typically be acquired through completion of a post secondary degree, three to five years of work experience, and a thorough knowledge of the discipline or an equivalent combination of education and experience.

- Bachelor's degree in Arts Management, Dance, Business, or a related field
- Strong understanding of dance production processes, scheduling, and event coordination
- Proficiency in using relevant software and tools for budgeting, scheduling, and project management
- Ability to adapt to a dynamic and fast-paced environment, managing multiple priorities with grace and efficiency
- Excellent verbal and written communication skills to facilitate effective collaboration with team members and stakeholders
- Proactive and resourceful in finding solutions to challenges
- A keen eye for detail to ensure accuracy in paperwork, logistics, and production-related tasks
- Flexibility to work evenings and weekends as required by departmental needs

### **Diversity & Inclusion**

Arts Umbrella is dedicated to promoting diversity and inclusion. Our commitment is reflected in our programming, the audience we engage with, the students we serve as well as the staff we employ. Diversity and inclusion in our organization means fostering a workplace in which individual differences are recognized, appreciated, and respected. We actively seek applications from Indigenous peoples,



visible minorities, persons with disabilities, people of all sexual orientations and genders, and others with knowledge in diversity and inclusion to help us strengthen our commitment.

**How to apply**

Send your resume and cover letter to [job@artsumbrella.com](mailto:job@artsumbrella.com), indicating **Operations Manager, Dance** in the subject line. We strongly encourage applicants to apply as soon as possible, as we will review resumes and schedule interviews as they arrive. This position will remain open until filled.

Arts Umbrella thanks all applicants for their interest and advises that only those selected for an interview will be contacted. ***No phone calls please.***