

City Parks Foundation
Job Description

JOB TITLE: Operations Manager, Arts & Cultural Programs

START DATE: March 1, 2016

SALARY: Commensurate with experience

City Parks Foundation (CPF) is the only independent, nonprofit organization to offer park programs throughout the five boroughs of New York City. We work in parks citywide, presenting a broad range of free arts, sports, and education programs, and empowering citizens to support their parks on a local level. Our programs and community building initiatives contribute to the revitalization of neighborhoods throughout New York City.

The Arts & Cultural Programs department of CPF programs and produces:

- *SummerStage*, New York City's premier free performing arts festival, which is comprised of over one hundred music, dance, theater, and word programs presented in Central Park and seventeen additional neighborhood parks throughout the five boroughs, including the two-day *Charlie Parker Jazz Festival*.
- *SummerStage Kids*, a series of ninety free programs representing all disciplines that is geared toward children aged 5-10 and their families.
- *Swedish Cottage Marionette Theatre*, a historic house located in Central Park that presents original year-round puppet programs for kids and their families and the *City Parks PuppetMobile*, which tours parks and recreation centers throughout the city.

RESPONSIBILITIES

- Manage Arts budgets in coordination with Director, Arts Operations
- Administer the Arts department budgets, including the generation of monthly variance reports.
- Create, track and process Arts department's accounts payable/receivable and generate monthly variance reports for all Arts budgets.
- Track and process payroll, including new hire packets for full time production staff.
- Reconcile earned revenue through managed events, benefit concerts, ticketing, concessions sales, broadcast fees and other sources
- Serve as Arts department's primary liaison with CPF's finance department staff.
- Reconcile MIP reports to Arts running budgets
- Reconcile monthly activity, generate season-end and year-end reports
- Oversee monthly and quarterly assessments and forecasts of Arts financial performance against budget goals.

- Oversee the maintenance of written procedure manuals for production staff.
- Improve the operational systems, processes and policies: support better management reporting, information flow and management.
- Create and administer systems, policies, budgets and personnel for the Arts department
- Create/maintain production guide for all parks
- Identify professional development opportunities for Arts staff.
- Serve as the primary liaison between Arts staff and CPF staff
- Attend college fairs and serve as primary contact for career services offices to support and oversee the recruitment and orientation of new personnel and the Arts department's internship and volunteer program.
- Supervise office Administrative Assistant
- Supervise submission and track Dept. of Parks & Recreation (DPR) permit applications for all Arts programs and secure all requisite DPR permits and NYPD sound permits.
- Liaise with other city agencies, including DPR, CECM, CPC and NYPD.
- Serve as Arts department's primary liaison with Citywide Event Coordination and Management (CECM), NYPD, CPF's Partnership for Parks staff, and parks community groups and attend meetings as required.
- Negotiate service contracts with non-venue vendors.
- Special projects as assigned by Director.

Interested candidates should email cover letter and resume to:

SBooker@CityParksFoundation.org with the heading "Operations Manager".

NO CALLS OR FAXES.