



Cincinnati Playhouse in the Park is an Equal Opportunity Employer (EEO) and is committed to fostering a culture of diversity and inclusion in all areas of its work, both on and offstage. Qualified individuals who bring diverse perspectives and life experiences to the workplace are especially encouraged to apply.

<https://www.cincyplay.com/about/DEIA-Commitment>

Job Title: Director of Operations

Classification: Full-Time, Senior Level, Exempt

Salary: \$75,000 + full benefits

POSITION OVERVIEW: The Director of Operations is responsible for overseeing the day-to-day operations of the Playhouse's two facilities: the theater and administrative building in Mt. Adam's; and our scene shop facility in the adjacent Walnut Hills neighborhood. The Director of Operations will also manage the IT department, which includes the Database Administrator and third-party consultant. This position reports to the Managing Director.

With the opening of our new mainstage theatre complex on the horizon in March of 2023, we are looking for a strategic thinker who values collaboration and transparency—someone who will help us open our new facility with a welcoming air and maximize its usage for staff, artists, and visitors.

Position Responsibilities:

- Supervise Facilities department for organization, including management of Facilities staff.
- Review and approve Facilities vendors and purchasing, negotiate vendor contracts when needed.
- Work with Facilities Manager to create and maintain annual facilities department budget.
- Work with Facilities Manager to create and maintain annual facilities repair, improvement, and maintenance plans for both the Mt. Adams facility and our Gilbert Avenue scene shop.
- Supervise security processes appropriate for the Playhouse staff, artists, and visitors
- Assess the several risks and identify the opportunities that impact the facilities operations of the Playhouse.
- Provide strategic leadership for optimizing use of facilities including vendor acquisition and review, knowledge of
- Act as strategic leader and thought partner with Managing Director in key operating needs
- Oversee the Information Technology function for the Playhouse by providing oversight, direction and coordination related to organization-wide technology planning and utilization, to include integration of information systems, voice and data networks and telecommunications.
- Develop annual IT department budget and annual equipment maintenance and replacement plans
- Supervise network maintenance contracted through a third party
- Align and prioritize IT goals and projects with organizational objectives and strategies.
- Work with third party IT company to ensure a secure and quality IT infrastructure for the effective delivery of IT services across the organization without interruptions.
- Supervise Database Administrator to ensure smooth daily access across the organization to our Tessitura database, accounting software and other third-party software needed for daily operations



- Along with Finance Manager, supervise Office Administrator in providing support to the administrative staff across the organization
- Evaluate and negotiate vendor contracts for office supplies and systems
- Create and manage annual office supply and office systems budgets
- Partner with Managing Director to bring strategic thought and leadership to the operations of the organization and to ensure the organization's values are manifested in daily operations.

Education and Experience:

- Degree in Business Administration
- Extensive and diversified background with at least 5 years of related experience.

Required Skills/Abilities:

- Experience in facilities management and information technology.
- Demonstrated commitment to promoting Diversity, Equity, Inclusion, and Access (DEIA).
- Strong budgeting and project management skills
- Ability to work on multiple projects at the same time.
- Experience with vendor contract negotiation.
- A collaborative spirit that assumes best intentions and brings people together in service of the mission and the organization.
- Extremely proficient in Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.

Employment is contingent upon successful completion of a background check.

All employees are required to receive the COVID-19 vaccination unless a reasonable accommodation has been approved.

Cincinnati Playhouse in the Park continues to monitor the pandemic situation. Qualified candidates will be expected to comply with Playhouse's health and safety plan – while at work and outside work – that continues to be updated per latest state and Federal guidelines.

While this description is intended to be an accurate reflection of the current position, it is not necessarily exhaustive of all responsibilities, duties, requirements, or expectations of this position. Cincinnati Playhouse in the Park reserves the right to revise or amend this description based on business needs or changes to the work environment.

To Apply:

Qualified candidates should submit a cover letter, resume and references to Dawn Mundy, Director of HR, Equity & Inclusion, at Dawn.Mundy@cincyplay.com and cc Amy Stier, Human Resources,

PLAY IN THE PARK
CINCINNATI **HOUSE**



at Amy.Stier@cincyplay.com. Applications will be reviewed on a rolling basis and the position will be filled as soon as the successful candidate is identified. No phone calls, please.