

# Operations Manager

## Event & Venue Management

**3 month trial starting wage - \$18/HR. - Contractor**

### INTRO

Open Space Event Studios is a new event venue serving a wide range of arts, business and cultural activities in Central Oregon. Some examples of events we already have scheduled include comedy shows, educational workshops, theater performances, conferences, film & photo shoots, Bingo!, dance parties, and private parties. We are looking for an Operations Manager to join our team who wants to contribute to the growth of what will become one of the most dynamic venues in the region.

### DESCRIPTION OF POSITION

This position offers a unique blend of physical, mental and social activity. As the Operations Manager, you will work closely with the Director to effectively put on live events and manage the multiple studios in use. It would be your responsibility to facilitate events and maintain the venue in working order. This position requires a versatile mindset and a range of abilities including a willingness to learn, agile physical movement, an enjoyment of working with lots of different people, and a desire to grow in live event production and project management.

If you like not being bored, are generally the glass is half full kind of person, and want to belong to a cool community of creatives, thinkers and doers—then this job may be for you. Please apply! We would love to hear from you.

### SPECIFIC TASKS INCLUDE:

- **Venue Management**

- Cleaning
- Maintenance
- Stocking
- Equipment management
- Inspections & Beautification

- **Event Management**

- General event production (set up & take down)
- Lighting engineering
- AV management & technical troubleshooting
- Pre-event coordination and development
- Hospitality & Client management
- Concession Sales (Bar & snacks)
- Creative troubleshooting

\*Specific requirements include being able to lift 50 pounds and having an active OLCC service permit.

## **SOME QUALITIES WE ARE LOOKING FOR:**

- Self Directed
- Ability to troubleshoot
- Ability to climb ladders and lift above 25 pounds
- Attention to detail
- A drive for quality
- Open minded and patient

## **WHY THIS JOB ROCKS**

### **FLEXIBILITY**

This is currently a part time position that could grow into more full time. The time required revolves around scheduled events and venue management that ranges all weekdays, evenings & weekends. Not so much a 9 to 5 as it is contributing

when the work needs to be done. Our team values as much flexibility in work/life balance as we can accommodate.

## **FUN!**

Open Space's mission is to provide a space for artists, organizations, and companies to gather communities. If you like theater and performance arts, film and photography, collaborations and building community you are going to have a blast in this position. While we seek to maintain a high standard of professionalism and work ethic, we also believe that the way we spend our days should bring individual fulfillment in body, mind and spirit. : )

## **OPPORTUNITY FOR GROWTH & DEVELOPMENT**

As a business based in facilitating community and gathering, we are guided by the simple fact that building something truly remarkable requires an array of talents and perspectives. We are building a team within Open Space that is empowered to work for a shared vision contributing their own creativity, strengths, and grit. Above all, Open Space is meant to be a place that advocates for the empowerment of individual and community and that includes empowering our employees and contractors.

This position has the potential to grow in scope with more responsibility but also more decision making capacity with financial incentives attached. Specifically, this position could grow into contributing on a strategic level with event production, organizing vendors, entertainment, and other acting parties.

## **HOW TO APPLY & DEADLINE**

To apply please email [info@openspace.studio](mailto:info@openspace.studio) and let us know what about this job motivates you to apply and send us your resume with three current references.

**Deadline to apply is August 1, 2021**