

## **Operations Manager**

The Operations Manager will be responsible for overseeing management of the site, currently Camp Timber Trails (CTT), for DNE's annual Dance Camp, and also for building and maintaining the relationship between DNE and CTT as well as with the town of Tolland, Massachusetts.

This position will work closely with the Program Manager as a "co-lead" for managing core functions of DNE.

Serves alongside the Program Manager on the Executive Committee to collaboratively plan camp, identifying and troubleshooting issues and challenges that may arise. This role reports to the DNE Board of Directors, and has a designated board liaison with whom regular check-ins are held year-round.

### **Year-Round Oversight includes:**

- Heading the Safety Committee (develop/revise emergency response protocols)
- Managing the Space Budget (supplies, vendors, CTT contract)
- Liaising with Camp Timber Trails and the town of Tolland (permits, inspections, emergencies)

### **Duties at DNE Summer Camp:**

- Coordinating the use and upkeep of programming tents, indoor class spaces, Dining Hall, and other CTT facilities ("Space Coordination"); may be delegated
- On Call oversight
- Oversight of on-site operations teams & communication (such as parking, setup, and takedown)
- On-the-ground troubleshooting of infrastructure needs/problems (not necessarily actual maintenance)
- Supervision of an assistant and/or other staff and volunteers, including Setup Coordinator and Takedown Coordinator
- Works closely with the Registrar, Teachers Committee, and others as needed prior to and during camp
- Implementation of camp policies and procedures
- Other responsibilities as needed

### **Experience:**

- Project management, event planning, or related work experience including ability to track details, priority setting, and budgeting. (2-5 years)
- Supervisory skills to lead people to grow and meaningfully empower them to do their jobs better; able to teach in an effective way and encourage agency (2-5 years)
- Proficient in Microsoft Word, Google Drive, Sheets and Docs, Gmail
- Prior attendance at Camp, particularly at CTT

**Desired Skills:**

- Ability to build and maintain working relationships both with leadership and the community
- Enthusiastic conflict management skills
- Strong time-management & self-organization skills
- Comfort engaging a diverse community
- Familiarity with Google environs (Mail, Sheets, Docs, etc).

**Compensation and Hours:**

This is a salaried 40-week position (\$27,360 per annum). Typical expectation will be 20 hours per week on average throughout the year, with periods of non-responsibility (unpaid time off) during the fall/winter, and potentially increased hours per week during spring/summer. There are no cash valued benefits (insurance, paid time off).

You will be expected to be at camp, from set up through the end of take down (including final walk-through with a CTT representative).

Application is due by March 12 priority deadline (position will remain open until filled). To apply for this position please send a cover letter, resume, and contact information for 3 references; email to: [HR@dne.org](mailto:HR@dne.org)

We believe that the more diverse and inclusive the DNE community is, the richer our collective dance becomes. Our community has firm roots in consensus process and non-violent communication. We are committed to celebrating all dimensions of diversity in the workplace equally, and ensuring that everyone feels a sense of belonging.

DNE provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

All qualified applicants are encouraged to apply. Interviews will take place via Zoom, and we are happy to make reasonable accommodations to increase accessibility for candidates with disabilities.