

Covellite Presents

Job Description: Operations Manager

Purpose: The Operations Manager will oversee daily operations across multiple departments, ensuring smooth business processes and a seamless patron experience. This role is focused primarily on organizational development, financial tracking, rental management, donor relations, and operational oversight rather than in-house cleaning or maintenance tasks. The Operations Manager will be cross-trained in the house management roles to step in as needed, and will also serve as Bar Manager, supervising the Assistant Bar Manager and overseeing all bar-related activities. Additionally, this role may involve executing various delegated tasks such as marketing, sponsorship, merchandise, and other responsibilities assigned by the Co-Directors.

Status: Salary, Non – Exempt

Reports To: Co-Directors

Supervises: Bartenders, Hospitality, Janitorial and Assistant Staff positions, as well as Contracted/Cash Event Personnel Incl: Door Staff, Sound Techs & Lighting Techs

Essential Functions:

- Operational Oversight:
 - Provide general administrative support related to coordination of rentals, box office, programming, events, and organizational development.
 - Collaborate with leadership to assess operational needs, monitoring and placing orders for supplies and implementing efficient systems and processes.
 - Serve as a communication bridge between departments and contractors to support smooth event execution.
 - Coordinate hiring to fill bar, box office, janitorial, front-of-house, and event support positions, developing and implementing clear training procedures for new employees in all major areas of their job, ensuring consistent service, safety, and professionalism.
- Bar Management:
 - Create and oversee procedures for the bar and concessions, visioning pathways to develop the bar area, and coordinating with food/beverage caterers and suppliers.
 - Maintain compliance with all safety and alcohol service regulations, oversee the management of inventory, and ensure adequate cleaning, stocking, staffing, training and scheduling to meet operational needs for each event.
- House Management:
 - Responsible for house management duties as needed, including venue opening and closing, including patron and performer/renter assistance, box office support, maintaining venue cleanliness, bartending support, venue temperature monitoring, security, and staff/contract labor payment.
 - Reset and remove posters to display current events in the venue before and after each event, including stairwells, bathrooms, poster wall, poster stands, and A-Frame signage.

- Financial Tracking
 - Record and report ongoing operational costs, including—but not limited to—utilities, supplies, staffing, inventory, recurring expenses, and program-specific costs.
 - Maintain detailed expense logs and develop monthly summary reports for review by Covellite Presents leadership.
 - Support budgeting and forecasting efforts by providing accurate and timely cost information.
- Assist in creating print materials/signage, developing business sponsorship programs, ordering merchandise, and supporting other initiatives as needs are identified.
- Participate in scheduled team meetings to strategize and improve operations.
- Other duties as assigned by the Co-Directors.

Required Training:

The Operations Manager is required to complete an alcohol server training from a state-approved training program within 60 days of being hired, with renewal every 3 years thereafter.

Working Conditions:

Approximately 90% of work is spent inside in a climate-controlled environment, often with loud noise. Approximately 10% of work is spent outside, in vehicles, or in other public or private buildings, etc. The Operations Manager works approximately 30 hours per week on various days and hours, often unsupervised.

Compensation:

Full-Time, Salaried, Exempt at \$41,820/year

Subject to performance increase following reviews at 3 & 6 months after date of hire.

Fortnightly pay schedule

Materials and Equipment Used:

Telephone; general office supplies; computers; ticketing software; Google Workspace applications; draft beer taps; drink coolers; cleaning supplies; sound & lighting equipment; bar supplies; inventory management tools; age/ID verification tools.

Requirements Qualifications and Skills:

- Previous experience in bar management or hospitality preferred.
- Knowledge of alcohol service laws and regulations.
- Strong leadership, communication, and organizational skills.
- Requires typing and computer competency, including Windows and Google Workspace applications for moderate levels of documentation and comprehension of production files
- Responsible and ethical, and in conformance with generally accepted business, occupational, and professional standards.
- Valid Driving License

To Apply: Email a resume and cover letter to info@covellitepresents.org