

Tennessee Association of Dance Director of Operations

The Director of Operations of the Tennessee Association of Dance (TAD) is responsible for the general office operations and management of the organization. The Director of Operations reports to the Executive Director of TAD. This position is quarter-time (.25 FTE).

Responsibilities

Office Operations: The Director of Operations is responsible for preparing records for bookkeeper, paying bills, sending invoices, payroll, account maintenance, tracking membership dues, tracking program registrations, general filing, record keeping, and correspondence for the organization.

Budget Preparation: The Director of Operations works with the Finance Committee to prepare the annual budget and the Executive Director has oversight over the budget.

Records Maintenance: The Director of Operations maintains accurate records to assure compliance with applicable rules, regulations, contract terms, and laws (IRS, State of TN, Tennessee Arts Commission, etc) with which the organization must comply.

Development: The Director of Operations works with the Executive Director on prospect research and major gift solicitations. Additionally, the Director of Operations assists the Executive Director in submitting grant applications.

Communications, Publications, and Website Management: The Director of Operations maintains regular contact with the membership through e-mail communications and printed publications. The Director of Operations creates layout, including copy, for all publications and the website which includes updating the web site as necessary. The Director of Operations also maintains the organization's database.

Advocacy: The Director of Operations supports the Executive Director with follow up to the appropriate agencies and organizations including but not limited to the Tennessee Arts Commission, Tennessee Performing Arts Centers, National Endowment for the Arts, local arts councils, dance organizations, and educational institutions—public, private, secondary, and post-secondary.

Minimum Qualifications: The Director of Operations should hold at least a bachelor's degree and have some experience with bookkeeping, payroll, database creation and management, as well as website management. The Director of Operations should be comfortable using the Microsoft Office suite, have experience with web research, and social media outlets.

Preferred Qualifications: Web design, fundraising campaigns, knowledge of Tennessee dance organizations.

TAD is a statewide network of organizations and individuals dedicated to artistic excellence and committed to ensuring that dance is a vital and respected part of life for all Tennesseans. TAD provides services that support communication, fellowship, advocacy, leadership, and education for a broad-based dance constituency.

The Tennessee Association of Dance was chartered in 1971 to encourage and support the development of dance in Tennessee. TAD serves as a central source of information for Tennessee's dance constituencies. We report dance activities, employment opportunities, auditions, master classes and workshops, as well as issues of local and national importance to the field. TAD is committed to providing equal opportunity for all employees, applicants for employment, recipients of services and benefits of the Association and participants of programs sponsored by the Association without prejudice in regard to race, color or national origin.

TAD pays FICA and Social Security as required by law.

To apply for the position, please send your letter of interest and resume to:

TAD; P.O. Box 4368; Chattanooga, TN 37405