



Operations Manager

Prescott Park Arts Festival Portsmouth, NH

Prescott Park Arts Festival, a well-established and dynamic non-profit organization, is looking to hire an *Operations Manager*. This position will join the experienced, award-winning, fun and fast-paced team responsible for organizing this popular summer tradition that offers a diversity of performances each year. Events include, but are not limited to, weekly summer concerts, food and music festivals, film and two fully produced musical presentations.

Prescott Park Arts Festival has emerged as a cultural leader in the Seacoast, and reaches nearly 250,000 people through its events, all offered without fixed admission in Portsmouth's beautiful downtown Prescott Park. The Festival's contribution to the local economy in audience-related spending has swelled to \$8.5 million annually.

The *Operations Manager* calls for an energetic, dynamic and dedicated leader to oversee and support all aspects of the Festival operations with an emphasis on communications, site management and safety for the Prescott Park Arts Festival.

Working closely with the City of Portsmouth, the successful candidate will help direct and improve the organization's operational efficiency, ensuring that events are consistently run in accordance with local guidelines and laws. The right candidate will help improve current offerings, forge new relationships, nurture community outreach, and build upon PPAF's reputation as a leader in the arts community.

The position will be balanced with a number of support roles including, but not limited to; food operations, special events, marketing, intern management, and administrative support – all executed in a team-orientated, creative environment.

Reporting to the President, the *Operations Manager* will work closely with all Festival staff to ensure that all goals and deadlines are reached.

This is a salaried, full-time, year-round position with health, dental, life, disability, and 401k benefits.

Prescott Park Arts Festival is an equal opportunity employer.

RESPONSIBILITIES

- Serve as a point of contact for various city departments to ensure all areas are addressed and are operating smoothly

- Oversee and manage operational systems and site needs to ensure organization runs safely and efficiently
- Ensure event facilities are properly prepared and secured for and following each event
- Maintain a safe environment for all personnel, artists and audience members at all time
- Ensuring all operational codes and safety standards are met and upheld always
- Oversee and manage cleanliness and security of the site before, during, and after events
- Work to help improve and maintain site facilities
- Work with production and design team to manage and ensure timely, smooth and safe execution of all site-related production items (i.e. set construction)
- Negotiate and manage agreements with vendors and subcontractors to ensure responsible cost and highest quality of service
- Inventory, maintain, and secure all festival equipment and supplies.
- Volunteer coordination, recruitment, and development
- General administrative support and customer service

REQUIREMENTS

- Proven success and experience in leading event teams
- Excellent communication and people skills
- Detail-orientated, team-player able to work under multiple deadlines

PREFERRED, BUT NOT REQUIRED

- Crowd Management Training or other comparable safety certification
- Experience with state and local food, building and codes
- Adobe design suites knowledge
- Database Management (MailChimp, Little Green Light, etc.)
- Performance arts industry experience
- Square Point of Sale system knowledge

HOW TO APPLY

This full-time, salaried position is open immediately. Applications can be sent via email to ben@prescottpark.org as a PDF file attachment and should consist of a cover letter, resume, 3 references, sample of events-related work, and salary requirement. **No phone calls, please.**