

**Job Title**

Operations Manager (Remote optional)

Organization

Savage Society

Deadline

July 8, 2021

Full posting Link

<https://savagesociety.ca/job-posting-operations-manager/>

Job Description

Status: Permanent Full Time, occasional evening and weekend hours may be required.

Compensation: \$45,000-50,000 with extended health and dental benefits and 3 weeks of Vacation after a Probationary Period

Anticipated Start Date: September 1, 2021 (flexible)

Scope: Year Round Operations

Location: Remote office with the option to work in our office in Vancouver

Organization Description

Savage Society tells Indigenous stories. Our focus is on developing artistic work that reflects Indigenous world views, sourcing traditional stories and cosmologies and our contemporary realities as Indigenous people for the creation of live public artistic events in both professional theatre venues and community settings. We value both autonomy and collaboration in our work.

Artistic Director: Kevin Loring

Core company values

Story Sovereignty We create space for individuals and communities to locate themselves in their stories, and support them in telling those stories how they choose.

Community Activation Art is a powerful tool to amplify and empower community voices in ways that contribute to Indigenous self-determination and wellbeing

Cultural Embodiment. We ground our work in our Indigenous identities, practices, and living cultures

Website www.savagesociety.ca

The Job

Savage Society seeks an Operations Manager to support the Society's efforts in daily operational, fundraising, and financial administration working in collaboration with the Managing Producer and contractors on Society programs and projects, to support our artistic work by keeping us organized.

The Candidate

You believe in our mission and are committed to uplifting the voices of Indigenous people. You have experience in administration and/or fundraising. You are comfortable with remote work and the tools to support it. You have excellent organizational and time-management skills and are excited by a really nice spreadsheet. You have some demonstrated related work history (3 +years). You enjoy researching and implementing systems to increase efficiency and smooth communication. You are able to determine what steps come first in getting an endeavour off the ground. Seeks opportunities to improve general work processes, methods and systems; Is willing to alter current processes and methods when appropriate

Self-identifying as Indigenous and/or having first-hand knowledge or experience living in and/or working with Indigenous people or communities will be considered an asset.

Position responsibilities include:

1. Operations Management

- Maintain and improve systems for digital archives of Society electronic resources
- Board administration as needed
- Coordinate team meeting schedules and notes
- Collection of statistical information and maintaining contact database
- Contract administration (preparation of contracts to artists and contractors as required)

- Assisting and representing Savage Society at public events (e.g., shows, outreach) in collaboration with colleagues

2. Fundraising

- Support Managing Producer in grant application process
- Ensuring donor and funder acknowledgement and fulfillment within the organization
- Track and process donations to the Society including charitable tax receipting
- Donor administration including building infrastructure and campaign to develop philanthropic giving base

3. Financial Administration

- Ensure timely reporting to funding agencies and other fiduciary requirements such as CRA, Worksafe BC
- Ongoing budget management together with the Managing Producer
- Receives and processes staff & contractor expenses and petty cash management
- Works with the bookkeeper to maintain the company financial records

4. Communication

- Works together with the Marketing & Communications Manager on the preparation of our newsletter, website updates and social media

QUALIFICATIONS

- Strong organizational and time management skills
- Ability to manage the demands of multiple projects and meet deadlines
- Excellent problem solving skills
- Experience working in an office environment (or equivalent)
- Comfortable working collaboratively as part of a small team

- A commitment to Indigenous Cultural Safety

ASSETS

- Experience in the arts and/or not for Profit
- First-hand knowledge or experience living in and/or working with Indigenous communities
- Experience with web-based software and services (e.g., Zoom, Dropbox, Google Suite, Trello or other digital project management system)

Please don't be discouraged from applying if you do not possess the precise combination of all of the skills, attributes, qualifications and experience listed above.

To apply, please send a cover letter and résumé to info@savagesociety.ca by July 8 2021, at the latest. Please put "Operations Manager" in the Subject Line.

If you have any questions about the position or our organization please do not hesitate to get in touch to ask.