

The mission of the Lotus Education and Arts Foundation is to create opportunities to experience, celebrate, and explore the diversity of the world's cultures, through music and the arts.

LOTUS EDUCATION & ARTS FOUNDATION

Open Position:

OPERATIONS & BUSINESS MANAGER (FT)



The Lotus Operations & Business Manager reports to the Executive Director and has oversight of day-to-day operations, including bookkeeping, facility management, and oversight of technical needs. The Operations & Business Manager works closely with other Lotus staff and may supervise an occasional intern whose role complements these efforts.

- Full-time, 35 to 40 hours/week.
- Distribution of hours varies with the Lotus event calendar. Some weekends and evenings required, especially around events. Some flexibility with hours and schedule.
- Compensation: \$30,000 - \$32,000/year, commensurate with experience.
- Benefits include insurance, paid holidays, and paid vacation.

Please review required qualifications and submit resume and cover letter to HR@lotusfest.org. No phone calls, please. This position will be open until Nov 18, or until filled.

Duties of the Operations & Business Manager include:

Administrative

- Have a thorough knowledge of, and experience with, bookkeeping. Must be familiar with Quickbooks and Excel. Should also be able to generate reports for the Board.
- Handle administrative duties in the normal day to day operations of the organization.
- Work with Executive Director and other staff members to provide administrative support to assist them in general office, organizational, and program support.
- Assist Executive Director in preparing contracts for artists, venues, and other agreements, as required.

Technical

- Act as on-site and off-site tech director; have the ability to operate audio/sound board for needs related to Lotus events, including Blossoms performances and Firebay rentals/events.
- Set lights for operation, as needed, in the Lotus Firebay space.
- Work with Executive Director to evaluate offsite locations for Lotus activities.
- Act as Festival on-site staff lead to troubleshoot technical and logistical issues.

Facility

- Develop strategies for marketing and increasing the number of Lotus Firebay rentals.
- Collaborate with other staff as appropriate to help coordinate programming in the new venue, i.e., creative program development, scheduling, personnel, event-management needs, etc.
- Work with renters to assist them in marketing and executing their event in the Firebay.
- Oversee building maintenance and cleaning schedule.

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- Act as facility manager in regards to all repairs and code enforcement.

Festival

- File Festival permits and send in deposits, where required.
- Assist with mailings and deliver other time-sensitive materials, as needed.
- Act as liaison with the City to ensure compliance with Street closures, trash/recycling, and required barricades and Festival infrastructure.

The successful candidate will:

- Have at least a bachelor's degree in a relevant field and 2-3 years of successful experience in an operations position with a local or regional organization/company, including knowledge of local and regional demographics, vendors, and other networks.
- Demonstrate proficiency with Microsoft Office, Google Docs, Excel, and Quickbooks.
- Possess strong writing and editing skills, including careful proofreading skills.
- Be deadline-driven, detail-oriented, and highly organized, with the ability to manage complex, multiple, and simultaneous projects. Teamwork is essential, as is the ability to take leadership initiative to complete projects independently. This includes having the ability to delegate.
- Have customer service experience in the arts or hospitality industries.
- Have an awareness of, and be sensitive to, the cultural diversity and needs of marginalized groups within the Bloomington community, to foster strong working relationships.
- Believe in the Lotus mission and have a love of world cultures, music, and the arts. An understanding of event production (and the ability to manage occasional heavy production demands with aplomb) is equally important.

To apply for this position, please email the following application materials to HR@lotusfest.org:

- **Cover Letter (no longer than one page)**
- **Résumé**
- **List of three professional references with contact information**

Please submit all files in PDF format with your last name included in the file name. Applications will be reviewed on a rolling basis until the position is filled.