

OPERATIONS MANAGER OJAI PLAYWRIGHTS CONFERENCE (OPC)

Hours: Seasonal; 4/15/24-8/9/24;

Before 7/18/23- Part time, remote

7/18/23-8/5/23- Full time, on site

Compensation: \$2,500 + Room & board during on-site weeks

Email resume and cover letter to: Tahnee Freda, OPC Managing Director at tahnee@ojaiplays.org

Deadline to apply: 4/30/2024; Planned Date of Hire 5/1/24

About the Organization

Ojai Playwrights Conference is a nationally treasured development opportunity for playwrights and new plays and has hosted esteemed artists such as Anne Washburn, Luis Alfaro, Danai Gurira, Bill Cain, and Charlayne Woodard. The Conference and Festival take place for two weeks (July 21-August 4, 2024) in Ojai with week one focusing on nurturing and supporting playwrights' work and week two sharing that work with engaged and exciting audiences.

The Operations Manager is responsible for some pre-festival management and the physical needs of the Conference and Festival. The OM oversees all set up at the Week 1 (Conference) location and at the Week 2 (Festival) locations Ojai Valley School (OVS) and at the Thatcher School. This role will create and manage an environment in which artists feel safe and supported.

The position directly reports to the interim Managing Director, Tahnee Freda.

This position will be hired as a part-time employee, with all applicable employee tax withholding and employee taxes paid.

RESPONSIBILITIES

Pre Festival:

- Pre-order any rentals for Week 1 (including portable restrooms, tents, tables, chairs, lighting).
- Pre-order any purchases for Week 1 (including hospitality and office supplies).
- Coordinate moving of items from Ojai storage to Week 1 location.
- Order and Pickup Liquor License.
- Coordinate schedule and staffing with the producing team.
- Meals: Hire and manage chef, coordinate donor meals with managing director.
- Source concessions items for the festival week.

Week 1

- Set up of Library, Meal, and Office areas at Week 1 location.
- Coordinate any additional supply needs.
- Coordinate any setup required at Dinner Host locations.

During Festival:

- Coordinate moving of items from Week 1 location and Ojai storage to OVS and Thatcher.
- Set up of Box Office and Concession areas at Thatcher with box office manager.
- Troubleshoot any physical needs at OVS and Thatcher.

- Oversee Concessions Sales and House Manager.

REQUIREMENTS

- Work will require the use of a computer/laptop and unrestricted access to the internet. OPC will not provide computers, cell phones, or other office equipment.
- Work will require the ability to communicate regularly by phone and/or video calls.
- Work will require travel to various locations in Los Angeles, Ventura, and Riverside counties. (Gas stipend provided for travel outside of Los Angeles County.)

SKILLS, ATTRIBUTES, EXPERIENCE

- Previous producing, event coordinator and/or production management experience (or equivalent).
- Strong attention to organization and detail.
- Experience with successful written, verbal and interpersonal communication skills.
- The ability to keep information confidential.
- A desire and passion for taking care of the personal needs of staff and artists.
- An excellent and enthusiastic collaborator.
- Able to complete multiple tasks/projects under deadlines.
- Able to embrace unexpected opportunities and handle unexpected problems.
- Comfortable with both digital and in-person engagement.
- Proficient with Google Suite.
- Valid driver's license required, personal vehicle preferred.

OPC is an equal opportunity employer and will not discriminate on the basis of race, ethnicity, age, religion, gender, gender identity, sexual orientation, socio-economic status, veteran, familial, or any other locally or nationally protected status. We are actively seeking to engage a diverse workforce.