



# UMBRELLA PROJECT



## Director of Operations

Reports to: Umbrella Project Founders

15 hours/week

Summary:

The Director of Operations works with Umbrella Project to maintain, create, and oversee day to day administration and structure of the company. This includes managing Director of Marketing, Director of Development, and any producing bodies. The Director of Operations will work with other members of Umbrella Project executive staff to craft the future of the organization, and establish a needed artistic resource and hub for the Northwest and beyond.

Responsibilities:

Administrative:

- Manage bookkeeping and expense tracking
- Manage communication with Shunpike
- Manage ongoing Umbrella Project projects and timeline
- Maintain Umbrella Project mission
- Maintain the team calendar
- Monitor info@ email address

Producing:

- Serve as producer for workshops, readings, etc.
- Serve as stage manager in workshop, readings
- Create custom producing models that fit the play and playwrights needs

Qualifications:

- 2+ years producing and managing in the non-profit arts
- Strong organizational skills
- Ability to effectively communicate information and ideas in written and verbal format, and build and maintain relationships
- Team player, with the confidence to take the lead and guide others when necessary

- Creative thinker with good technical understanding and can pick up new tools quickly

TO APPLY: Send a resume and work samples to Gavin Reub at [greub@umbrellaprojectnw.org](mailto:greub@umbrellaprojectnw.org).

This is a volunteer position at this time. We hope to offer competitive stipends in the coming year.

Umbrella Project expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Umbrella Project is dedicated to Anti-Oppression and Equity.