



Chief Operating Officer

Harlem School of the Arts (HSA) seeks an outgoing, experienced Chief Operating Officer to provide oversight of its building and general operations. This position is a part of the HSA senior leadership team and reports to the President of the organization. This position oversees the non-programmatic operations and functions of this dynamic cultural pillar of the Harlem community.

This position reports to the President. Direct reports include Office Manager, Facilities Manager, IT Director, Director of Security & Fire Safety, Director of Retail Operations (open), Operations Associate & Senior Studio Manager, Production Manager, Special Events & Rentals Manager (open), and Third-Party Cleaning Service (Spectrum).

The successful candidate will be a self-starter, will enjoy interacting with a multicultural community and be passionate about the arts. This is an exciting opportunity to contribute to the mission, growth, and success of this award-winning, historically important Harlem arts organization.

Oversees:

Facilities, Human Resource Management (hiring, training, compliance, payroll, employee relations, etc.), Contract Negotiations, Risk Management/Insurance, Productions, Health & Safety, HSA Space Rentals, Equipment Leases, HSA Master calendar, and Manage Cash Controls (deposits, petty cash, etc.)

Principal Duties:

- Experience in large-scale project management including capital improvements
- Strong budgeting and financial management, on both the income and expense sides of the ledger; demonstrated ability to strategically deploy limited resources for the greatest impact
- Act as liaison between Finance and HSA leadership
- Oversee the purchasing process for the organization
- Demonstrated success in leading a team, fostering cross-departmental collaboration, communication, and collective accountability
- Ability to collaborate with colleagues at all levels of the organization
- Manage logistics for events, performances, classes, and community activities
- Works closely with creative department chairs and Chief Education Officer to strategically manage space use and classroom assignments for classes, workshops, performances, and private lessons

- Define, direct, and lead the implementation of organizational policies, internal controls (i.e. building access and safety, compliance, and risk), standards, and procedures consistent with the goals and culture of the organization
- Oversee routine maintenance and repair of building equipment and systems and facility risk including loss prevention and equipment inventory.
- Manage vendor relationships relate to HSA building and operations.
- Manage relationships and maintain compliance with government protocols and officials.
- Act as a liaison with development department as it related to capital improvements and determining operations costs
- Manage technology hardware, equipment and systems
- Establish and maintain document retention policy
- Oversee Cyber risk and data security
- Act as a liaison with the programs team on costs for contract services that include HSA space use
- Contribute to Building and Operational Expansion Activities as required
- Maintain compliance with government health and safety regulations, guidance, and best practices
- Where necessary and appropriate, identify where new protocols and procedures that should be established and take steps to convene appropriate internal departments
- Report to board on activities related to facilities and building operations, projects, and protocols
- Human Resource planning, succession planning, and workforce development consistent with HSA organizational priorities and strategic plan
- Employee relations including annual appraisal process throughout the organization
- Identify and recommend staff professional development opportunities
- Identify opportunities for efficiencies and cost savings where feasible
- Help achieve the objectives outlined in the strategic plan
- Interface with HSA legal representation (Pillsbury Winthrop Shaw Pittman) as needed
- Additional duties as assigned

Qualifications:

- Bachelor's Degree required
- 7-10 years' experience in a managerial role
- Performing arts and or production background preferred
- Understanding of what is required to support arts-related activities
- Strong administrative and leadership skills and attention to detail
- Exceptional project management skills
- Experience with budgeting, managing cash flow, resource allocation, and financial management
- Experience with purchasing and vendor negotiations

- Ability to prioritize and use good judgement and discretion in allocating resources
- Exceptional oral and written communication skills
- Ability to prioritize and delegate tasks and work independently
- Flexibility and adaptability to changing priorities in a fast-paced environment
- Spanish language skills preferred

This is a full-time exempt position. Occasional scheduled evening and weekend hours for special programs and events may be required.