

**Champaign Urbana Ballet Company is looking for a Director of Operations to lead and advance the operations of the artistic organization. Further information about Champaign Urbana Ballet Company can be found on the company website: <https://cuballet.com/>**

## **CHAMPAIGN URBANA BALLET COMPANY**

### ***JOB TITLE –DIRECTOR OF OPERATIONS (Full Time - Hybrid)***

#### **Position Description**

Reporting to the Board of Directors, the Director of Operations, in collaboration with the Artistic Director, is responsible for the successful leadership and management of the Champaign Urbana Ballet Company (CUBC) according to the strategic direction set by the Board of Directors.

#### **Primary Duties and Responsibilities**

##### *Leadership*

- Work collaboratively with the Board of Directors in developing a vision and strategic plan to guide the organization.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.
- Advise the Board of Directors on all aspects of the organization's activities.
- Foster effective teamwork between the Board, Director of Operations, Artistic Director, and staff.
- Serve as a spokesperson on behalf of the organization.
- Conduct official correspondence on behalf of the Board.
- Represent the organization at community activities to enhance the organization's community profile.
- Manage the recruitment of volunteers for board and committee vacancies.
- Work collaboratively with the Board to develop a volunteer recognition program.

### *Operational planning and management*

- Supervise staff on day-to-day operation of the organization.
- Work collaboratively with Board President in developing meeting agendas and supporting materials; review of existing policies on an annual basis and recommend changes to the Board as appropriate.
- Ensure that the operation of the organization meets the expectations of its internal/external constituents, Board, and donors.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
- Maintain standards and professional competence; adhere to a professional code of ethical conduct and attend continuing professional education workshops and seminars.

### *Financial planning and management*

- Work collaboratively with the Treasurer and Board in preparation of annual budget.
- Supervise staff to ensure sound bookkeeping/accounting procedures are followed and that the organization complies with all legislation covering taxation and withholding payments;
- Review monthly financial reports in collaboration with Treasurer
- Approve expenditures within the authority delegated by the Board.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization.

### *Risk management*

- Identify and evaluate risks to the organization's internal/external constituents, staff, management, volunteers, property, finances, goodwill, and image and implement measures to control risks.
- Oversee annual insurance review.

### *Communications, Marketing and Public Relations*

- Communicate with stakeholders to keep them informed of the work of the organization

- Establish and maintain good working relationships and collaborative arrangements with internal/external constituents, donors, businesses, community groups, and other organizations to help achieve the goals of the organization.
- Serve as primary spokesperson to the organization's internal/external constituents, media and general public.
- Responsible for the enhancement of the organization's image by being active and visible in the community and by establishing and maintaining relationships with other business, civic, and community organizations.
- Work collaboratively with Publicity Chairperson to develop and implement communication plans and procedures to enhance the image of the organization and build a stronger brand in the community.
- Work collaboratively with Publicity Chairperson to manage the development, distribution, and maintenance of all print and electronic collateral.
- Manage all media contacts.

**Qualifications:** Leadership experience in non-profits, enthusiasm for promoting the arts, excellent communication and financial management skills.

**Start Date:** June 1, 2026

**Salary and Benefits:** \$63,000-\$68,000 base salary

Unlimited PTO when all operational needs are met.

Flexible working hours and location.

Submit resume, references, and cover letter to: [kay@cuballet.com](mailto:kay@cuballet.com)