

Role Title: Business Operations Manager (Part-time)

COMPENSATION	STATUS	BUDGET	REPORTS TO
Salaried \$38-41K	Part-time; 25 hours/Week	\$700,000	Founder/ Artistic Director

ABOUT THE ORGANIZATION

Visceral Dance is a national and internationally recognized driving force in contemporary dance founded and led by Artistic Director, Nick Pupillo. This company exemplifies his daring vision to explore the infinite possibilities of contemporary movement and present the best of emerging, established, and innovative choreographers. The company is recognized for its exceptional technicality, diversity, versatility, and daring athleticism. Our mission is to create work that is meaningful and powerful, that confronts us and connects us in a transformative way.

Visceral Dance has been praised for its accessibility in programming by presenting dynamic performances that appeal to a wide range of audiences. In Chicago, Visceral Dance performs over 25 times a year and provides educational programming - expanding their reach while ensuring dance and art is accessible to all communities. We believe in paying artists equitably, sustaining Chicago's creative ecosystem, and building audiences for the next generation of dance.

POSITION SUMMARY

The Business Operations Manager is the administrative leader of the organization, working in close partnership with the Founder/Artistic Director as well as the Business Development Manager to advance the company's mission and ensure its long-term financial health and operational excellence. This is a hands-on leadership role that spans finance, marketing, board engagement, and company operations. The ideal candidate brings a passion for the performing arts, strong business acumen, and experience managing the full administrative scope of a small-to-midsized arts nonprofit. We seek strong collaboration and interpersonal skills as you will be a key part of our team of colleagues, interns and volunteers that work closely together to drive an engaging and fulfilling culture for all.

KEY RESPONSIBILITIES

Financial Management

- Develop and manage the annual operating budget in collaboration with the Founder/Artistic Director, Business Development Manager, and Board President and Treasurer
- Oversee all financial operations including accounts payable/receivable, payroll, and monthly reconciliations with accounting personnel
- Prepare and present financial reports to the board of directors at regular meetings
- Maintain compliance with all nonprofit financial regulations, IRS reporting requirements, and audit processes
- Manage relationships with the external bookkeeper and/or auditor

Development & Fundraising

- Oversee planning and execution of fundraising events, including the annual gala and cultivation events
- Maintain Customer Relationship Management and marketing databases in collaboration with Business Development Manager

- Partner with Business Development Manager to develop new funding opportunities aligned with the company’s mission

Marketing & Communications

- Help develop and implement the annual marketing and communications plan across digital, print, and social channels in close partnership with board representatives and interns
- Oversee production of all public-facing materials, including season announcements, program books, e-newsletters, and social media
- Oversee the management of the company website and ensure content is current and on-brand
- Build and maintain relationships with press, media, and community partners
- Coordinate box office operations and audience development initiatives

Operations & Administration

- Manage day-to-day business operations, including contracts, vendor relationships, and facilities coordination
- Negotiate and execute contracts for dancers, choreographers, venues, and production personnel
- Oversee company touring logistics, including travel, housing, and per diem management when applicable
- Maintain organizational records, legal filings, and insurance policies
- Supervise administrative staff and/or interns

Board Relations

- Serve as the primary staff liaison to the board of directors
- Support Board President in preparing agendas, financial reports, and supporting materials for board and committee meetings
- Support board recruitment, onboarding, and engagement efforts
- Ensure all governance documents, bylaws, and minutes are current and properly maintained

QUALIFICATIONS

Required

- Bachelor’s degree in arts administration, nonprofit management, business, or a related field — or equivalent professional experience
- Minimum 3–5 years of progressive nonprofit management experience, preferably in the performing arts
- Demonstrated experience managing budgets of \$500K or greater
- Strong written and verbal communication skills; ability to represent the organization publicly
- Proficiency with business operations software (Google/Microsoft Office) suites
- Experience with donor management/CRM systems or equivalent databases
- Collaborative leadership style with the ability to work effectively with an Artistic Director, board, staff, and artists

Preferred

- Experience in dance or contemporary performing arts administration
- Experience with marketing platforms
- Knowledge of ticketing systems (e.g., WIX)
- Experience managing touring or production logistics

COMPENSATION & BENEFITS

This is a part-time, salaried, exempt position. Compensation is commensurate with experience within the range of \$38-41K annually (25 Hrs/Week). We are committed to equitable, transparent compensation practices. There is a 401k plan as well as an annual allocation for workshops and continuing education. Some additional perks include membership to Chicago Athletic Clubs, Guild Row Chicago Social Club, and Visceral Dance Center classes.

WORK ENVIRONMENT & SCHEDULE

The Business Operations Manager works from the company's administrative offices. Evening and weekend availability is required during major fundraising events, and board meetings.

HOW TO APPLY

To apply, please follow this link: <https://www.ziprecruiter.com/job/3ffb0c0f>

- A cover letter describing your interest in this role and relevant experience
- A current resume or CV
- Three professional references (name, title, relationship, and contact information)

Applications will be reviewed on a rolling basis. Position open until filled. We strongly encourage applications from candidates of all backgrounds, and particularly from those who are Black, Indigenous, or people of color, as well as those who identify as LGBTQ+.