

# PAYOMET

## PERFORMING ARTS CENTER

### Chief Operating Officer (COO)

#### Summary

Payomet Performing Arts Center seeks a dedicated and detail-oriented Chief Operating Officer (COO) who will hold a key leadership role in this progressive performing arts organization. Payomet plays a pivotal role in regional cultural programming, organizing, and dialogue. The successful candidate will have strategic planning and financial management experience.

#### Equal Opportunity Employment

Payomet is an equal opportunity employer. Payomet is committed to providing a work environment free from all forms of discrimination including gender, age, sexual orientation, race, nationality, ethnicity, religion, disability, veteran status, ancestry, and marital status.

#### About Payomet Performing Arts Center

Payomet Performing Arts Center is a volunteer-driven, non-profit performing arts organization located at Highlands Center in North Truro, MA. We are committed to gradual and sustainable growth in order to remain true to our core mission: to produce exciting professional live music, theatre, circus arts, and humanities events rooted in strong social values. Our artistic decisions are informed by the eclectic tastes of our outer Cape audience. We describe Payomet programming as “outside the box and inside the community.”

**Application Deadline:** Applications welcome until position is filled

**Position Type:** Full-time, year-round salaried position

**Compensation:** Commensurate with experience. \$65,000-\$70,000. Can be negotiated.

**Benefits:** Health insurance stipend, paid vacation, holiday, sick & personal time

#### Chief Operating Officer Responsibilities

The COO will have dual reporting to the Executive Director and the President of the Board. The COO will assist the Executive Director in implementing the strategic and operational functions as determined by the Payomet Board in serving the mission of the organization.

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The COO's responsibilities include, but are not limited to, the following:

- Financial Management:
  - Bookkeeping
  - Creation and Monitoring of the operating and capital budgets
  - Issuance of financial reports
  - Administration and oversight of Artist and Consultant Contracts
  - Administration of annual staff evaluations per Payomet Employee Handbook
- Operations:
  - Box office
  - Facilities Maintenance
  - Inventory
  - Capital projects
  - Safety programs
  - Concessions
- Volunteer programs and services
- Grant reporting
- Liaison with the National Park Service (NPS):
  - Periodic meetings with NPS
  - Responding to requests by the NPS in a timely fashion
  - Rapid communication and reporting to the Board, the Board President, and other officers, committee chairs as well as to the Executive Director of all meetings and NPS business
- Outreach to local communities and government officials
- The COO will serve as the Acting Executive Director in the absence of the Executive Director for any protracted period relating to vacation, sabbatical, or sick leave. The COO will share in the executive leadership so as to facilitate transitions and smooth succession of staff and board to ensure sustainability.

### **Ideal skills, experience, and qualifications**

The ideal candidate will possess the following skills, experiences, and attributes:

- Experience working with non-profit organizations
- At least five years management-level experience or equivalent experience with financial management
- Strong background in budgeting, financial planning, and business planning

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- Strong leadership and relationship-management skills; someone who works well with staff, board, and external partners
- Strong attention to detail
- The ability to work in a highly flexible, collaborative work environment
- Strong computer skills including Microsoft Office Suite, Google Suite, Slack, and Quickbooks

## **How to Apply**

To apply, email your cover letter and resume as a single PDF file to [staff@payomet.org](mailto:staff@payomet.org) with "COO" in the subject line. The cover letter should include relevant experience, how you became aware of the position, and any direct experience you have had with similar positions and organizations. No phone calls, please.