

Position Description



Position: Director of Finance and Operations

Reports to: Executive Director

About the Center:

The Clark Center for the Performing Arts' mission is to inspire, entertain, and educate our community through the power of cultural and performing arts.

It does this through operation of a regional performing arts center opened in 2002 that includes the 620-seat Forbes Hall and smaller black box Studio Theater, and programs that include Center presentations of touring artists, a facility rental program that makes the Center available for community use, rotating lobby exhibitions highlighting the work of local visual artists, a performing arts scholarship program for graduating high school seniors, and an Arts-in-Education program with school-time matinees that provide opportunities for K-12 students to experience the magic of live performance. The Center is the performance home for many local school music, dance and theater programs, and also produces the annual Stone Soup Music Festival and Street Fair in Grover Beach each summer.

With funds raised by the community, the Clark Center for the Performing Arts facility was built in partnership with the Lucia Mar Unified School District (which owns the building) and is managed by a 501(c)(3) nonprofit with ongoing support from the community. In 2027, the Center will celebrate its 25th Anniversary.

Position Summary:

Reporting to and working closely with the Executive Director, the Director of Finance and Operations provides leadership in financial management, organizational operations, facilities coordination, business systems, and administrative services, thereby playing a vital leadership role in fulfilling the Clark Center's mission.

A strategic partner to the Executive Director and department heads, the Director helps establish operational priorities, improve organizational processes, manage organizational resources, and ensure sound financial stewardship. The position leads implementation of business initiatives, oversees key vendor relationships, and supports the Center's long-term strategic goals.

The ideal candidate is a collaborative, detail-oriented professional with demonstrated experience in financial management, administration, operations and organizational leadership with a passion for the performing arts.

Upcoming priorities include implementation of a venue management system, evaluation and implementation of a new ticketing and donor CRM platform, and continued improvement of the Center's business systems and financial operations.

Duties:

Operations Leadership & Management

- Provide day-to-day leadership for the Center's administrative and operational functions.
- Promote efficient, consistent, and well-documented business processes across departments.
- Partner with department directors to identify operational improvements and remove barriers to success.
- Identify opportunities to improve organizational efficiency through effective business systems, operational processes, and administrative practices.
- Coordinate organization-wide administrative priorities and special projects.
- Serve as a member of the senior leadership team and advise the Executive Director on operational issues and organizational priorities.
- Serve as acting Executive Director, when delegated.

Financial Leadership & Management

- Lead the Center's financial operations, including budgeting, forecasting, financial reporting, internal controls, purchasing, and accounting oversight.
- Supervise accounting staff and ensure accurate and timely financial reporting.
- Support department heads with budget development, financial planning, purchasing, contracts, and business operations.
- Coordinate audits, tax filings, and financial reporting requirements.

Human Resources & Administration

- Support the Executive Director in personnel administration and organizational policy implementation.
- Serve as the primary liaison to the Center's Professional Employer Organization (PEO) or outsourced Human Resources provider.
- Coordinate payroll administration, benefits, onboarding, and personnel documentation.
- Support implementation of personnel policies and organizational procedures.

Technology & Business Systems

- Serve as the owner for the organization's administrative and business technology systems.
- Manage relationships with external technology vendors, consultants, and managed service providers.
- Lead implementation of new business systems and process improvements.
- Work with staff to ensure technology supports organizational goals and operational efficiency.
- Coordinate technology planning, budgeting, cybersecurity oversight, software licensing, and vendor performance.

Strategic Leadership

- Advise the Executive Director on operational, financial, and administrative matters.
- Participate in strategic planning and implementation of organizational initiatives.
- Develop policies and procedures that improve organizational effectiveness.
- Foster collaboration and continuous improvement across departments.

Qualifications

Required

- Bachelor's degree in Business Administration, Accounting, Finance, Public Administration, Arts Administration, Theatre Management or a related field, or equivalent experience.
- Five years of progressively responsible management experience in nonprofit, business, government, higher education, or performing arts administration.
- Demonstrated experience in financial management, budgeting, operations, and staff supervision.
- Excellent organizational, communication, analytical, and problem-solving skills.

Preferred

- Experience working in a nonprofit or performing arts organization.
- Experience leading software implementations and organizational process improvement initiatives.
- Experience managing vendor relationships and outsourced professional services.
- CPA, MBA, MPA, Arts Administration credentials or IAVM CVP/CVE are desirable.

Salary

This is a Full-time Exempt position with a base pay of \$75,000/yr

Annual Benefits include: 8 Paid Holidays, 10 Days of Paid Vacation, 9 Sick/Personal Days, Allocation toward medical benefits, CalSavers option for retirement.

To Apply:

Email a cover letter outlining your interest and suitability for the position together with a current resume and list of 5 references to:

Employment@clarkcenter.org

Subject: Director of Finance and Operations Position