



Title: Operations and Production Manager
Job Location: All Stars Project of Chicago
Status: Full Time – Exempt
Reports to: Executive Director, ASP of Chicago

Are you looking to make a direct impact on youth and poor communities by developing the lives of the people you reach?

Become a part of our growing national non-profit team whose purpose is to bring out the All Star in everybody.

Position Summary:

The Operations and Production Manager is tasked with ensuring operational excellence in event producing, office and fiscal management, information technology and coordination among ASP of Chicago programs and activities. The position will drive the process with key staff members of implementing strategies, policies and best practices for the ASP of Chicago operations, and will produce events, including major special events such as the annual spring luncheon and fall benefit dinner. The Operations and Production Manager reports to the Executive Director, ASP of Chicago.

Primary Responsibilities:

Operations

- Manage the smooth running of office functions for the ASP of Chicago's two suites in the Monadnock Building downtown headquarters.
- Manage technology needs and repairs including computers, phones, fax, video conferencing and other office technology.
- Hire, schedule, and manage volunteer interns and hourly office staff.
- Set and enforce organizational and office policies and procedures and communicate them effectively to all staff and volunteers.
- Ensure the safety and security of ASP of Chicago's offices, liaising with building management and staff.
- Coordinate and schedule out-of-town staff travel plans in accordance with ASP travel policies.
- Manage and coordinate special projects as needed to ensure efficient functioning of ASP of Chicago programs and activities.
- Manage expense budgets for the ASP of Chicago.

Event Production:

- Produce spring benefit luncheon and fall benefit dinner which each involve 350 participants and together raise more than \$1M for ASP programs. Create a professional production plan for each fundraising event in partnership with the Executive and Associate Directors, which includes the following areas:
 - Establish goals and objectives for each event.
 - Create a concept and script with the Chicago leadership team and lead the finalization process, including sign off from national leadership.
 - Create volunteer producing teams for each event; direct and train volunteers to lead areas of the production.
 - Lead all areas of event production including creating and maintaining event timeline, venue selection and management, rehearsals, external vendors and budget management.

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- Produce other select events for ASP of Chicago as directed by Executive and Associate Directors.

Qualifications:

- 3-5 years of relevant experience supervising staff, nonprofit operations and/or program execution, event production and managing IT systems
- Ability to manage budgets
- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts
- Strong leadership, management, and interpersonal skills and the ability to interact and communicate professionally with individuals at all levels of the organization, as well as external parties (youth, donors, volunteers)
- Proven capacity to apply independent judgment in planning, prioritizing, and organizing multiple tasks in a diversified work load
- Strong verbal and written communication skills and strong business acumen
- Ability to work in a collaborative environment
- Strong administrative skills including use of MS Word, Excel, PowerPoint, and Outlook. Database and online proficiency required.
- Flexibility in schedule; with periodic weeknight and Saturday hours required
- Bachelor's degree or commensurate experience required

About the All Stars Project:

The All Stars Project (ASP) transforms the lives of youth and poor communities using the developmental power of performance, in partnership with caring adults. Founded in 1981, the ASP is a fast-paced and entrepreneurial national nonprofit organization, reaching 20,000 inner-city youth and their families through innovative, free programs in six cities each year. 100% privately funded, All Stars raises \$11 million annually from more than 4,000 individual, corporate and foundation supporters.

The ASP of Chicago was launched in 2007 and now reaches 5,000 youth annually in communities on the south and west sides of the city. In 2016, with dynamic leadership and support from the local business and philanthropic community, the ASP of Chicago launched an expansion campaign to establish a Center for Afterschool Development in the heart of downtown Chicago. Modeled after successful All Stars centers in New York City and New Jersey, the Chicago center will be a hub for everyone who wants to bring performance and development to the city. It will strengthen partnerships between Chicago's affluent and poor communities, expand growth opportunities for youth and adults and advance the field of Afterschool Development as a new way of engaging poverty in Chicago.

How to Apply

Send resume and cover letter along with minimum salary requirements (Word or PDF format only) to jobs@allstars.org.

*Indicate "**Operations and Production Manager, ASP of Chicago**" in the subject line of your email for fastest consideration. To learn more about All Stars Project, please visit our website at <https://allstars.org/>*