



**Title:** Production and Operations Specialist  
**Job Location:** ASP of New Jersey  
**Status:** Full Time, Non-Exempt  
**Reports to:** Chief of Staff, ASP of New Jersey

### **Job Summary**

The Production and Operations Specialist, All Stars Project of New Jersey (ASP of NJ) is tasked with ensuring operational excellence in event producing, office management, information technology and overall coordination among ASP of NJ programs and activities. The successful candidate will produce events, including major special events, for ASP of NJ. They will partner with regional and national staff to ensure we are producing high-quality, developmental events and performance programs for our young people and partners. They will drive the process with key staff members of implementing strategies, policies, and best practices for the ASP of NJ program production and operations, including the opening and management of new ASP of NJ offices as we return to in person work and activities. The Production and Operations Specialist reports to the Chief of Staff, ASP of NJ.

### **Job Responsibilities**

#### *Special Event and Program Production*

- Plan and manage event production logistics, including communication with staff and other stakeholders for all events, both virtual and in person, including for the Development School for Youth and other program initiatives.
- Manage and coordinate special projects as needed to ensure efficient functioning of ASP of NJ programs and activities.
- Produce and organize select special events and companion programming including but not limited to webinars and Afterschool Development Initiatives work.
- Line-produce major special events, including annual benefits for ASP of NJ. Production leadership includes, and is not limited to the following:
  - Establish event goals and objectives for each event; create and manage timelines; and lead the creation of concepts and scripts with NJ leadership team and coordinate the finalization process, including sign off from national leadership.
  - Organize volunteer producing teams for events, including directing and training volunteers to lead areas of the production.
  - Participate in all areas of event production including venue selection and management, rehearsal management, contract and manage external vendors, and budget management.

#### *Operations and Administration*

- Manage the smooth running of office functions for the ASP of NJ's office and event space, including virtually and during a hybrid transitional period. In the first year of the role, work with leadership to identify best practices to support a smooth transition back to in person work and programming.
- Manage technology needs and repairs including computers, phones, video conferencing, security, and other office technology for ASP NJ staff.
- Manage data input and information management for ASP NJ.



- Implement and create organizational and office policies and procedures and communicate them effectively to all staff and volunteers.
- Manage security systems and procedures for the office, including training of staff and volunteers in ASP security and safety model.
- Respond to the requests of the Chief of Staff and the VP/City Leader as needed.

### **Qualifications**

- 3-5 years of relevant experience in nonprofit operations and/or program execution, event production and managing IT systems
- Strong, proactive team player
- 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 stakeholders (youth, donors, volunteers)
- Proven event production and project management skills to deliver quality results in a timely manner, including managing expenses for events to stay in budget
- Proven capacity to apply independent judgment in planning, prioritizing, and organizing multiple tasks in a diversified workload
- Superb administrative skills including use of MS Word, Excel, PowerPoint, and Outlook
- Skill/experience in managing office equipment including but not limited to copiers/printers and both Mac and PC computers
- Ability to lift 25 pounds and climb a ladder
- Flexibility in schedule; ability to work on evenings and Saturdays
- Providing proof of Covid-19 vaccination is required
- Bachelor's degree preferred

### **All Stars Project, Inc.**

ASP's mission is to transform the lives of youth and poor communities using the developmental power of performance, in partnership with caring adults. Our free, outside-of-school model programs—which are 100% privately funded—reach more than 20,000 inner-city youth and families in six cities each year.

All Stars Project of NJ launched in 1999 in Newark, and in 2013 opened the Scott Flamm Center for Afterschool Development in downtown Newark. The Flamm Center quickly became NJ's vibrant epicenter of development and partnership for more than 5,000 young people, families and partners from the business, education, cultural and non-profit communities. In 2017, we expanded our New Jersey footprint to include Jersey City.

### **How to Apply**

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

*Indicate “**Production & Operations Specialist, ASP of New Jersey**” 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/>*