



Anticipated Opening
New Orleans Center for Creative Arts
Operations Manager Position

Division or Department: Administration
Position or Type: Full Time, 40 hours a week
Reports to: CFO
Salary: Commensurate with experience
Anticipated Start Date: July 10, 2024

General Description:

Serves as the Data Manager for all state educational reporting for the agency. Manages all operations departments including Information Technology, Maintenance, Food Service, and outside contractors performing operating services activities. The position will serve as the Risk Manager for the agency including the safety program and the Campus Use Coordinator for all spaces and events.

Commitment to diversity, equity, and inclusion and a demonstrated ability to work with a diverse body of students and colleagues.

Supervises:

Information Technology, Maintenance, Food Service, and external contractors including Department of Public Safety and Custodial Contractors.

Job Duties

- Manages all state reporting to the Department of Education ensuring deadlines are met and all data reported is accurate. Functions as the security manager for all State systems ensuring access is limited to ensure the integrity of the systems. Works with the various departments that report the data to the state.
- Risk Manager for the agency ensuring compliance with all state requirements and maintaining a safe and effective work environment.
- As Agency Safety Manager, is responsible for providing safety training to all employees and maintaining a safe work environment.
- Supervises the Information Technology Department ensuring implementation of IT policies/procedures are adhered to and technology needs are met. This

includes future planning in a fast-paced environment and maintaining all applicable policies and procedures.

- Supervises the Maintenance Department including maintaining all applicable policies and procedures.
- Supervises the Food Services Department ensuring adherence to all requirements of the Federal School Lunch Program.
- Liaison with Custodial Contractor.
- Campus Use Coordinator for all spaces and events.
- Performs other relevant responsibilities as requested.

Qualifications

- Background in K-12 education, facilities management, or other state government operations
- Excellent communication skills (oral and written)
- Detail-oriented with excellent interpersonal skills
- Proficient in PowerSchool, Edlink, FTP and other school, state, and federal reporting data
- Proficient in State Education Reporting Systems, all Microsoft Office programs and Google Suite
- Highly organized and meticulous about records, documentation, and accuracy

Minimum Requirements:

- Bachelor's degree in business management or other related field
- Minimum 4 - 6 years of job-related experience including supervisory experience

This is a position that includes all benefits afforded to Louisiana State employees including a choice of one of five Medical benefit plans with options of additional supplemental insurance plans. Employees receive ample time off surrounding holidays and extended weekends when the school is closed for instruction. This position also qualifies for participation in the Louisiana State Teachers' Retirement plan.

NOCCA is committed to an equitable and inclusive program and a diverse faculty, staff, and student body. Candidates from diverse backgrounds are therefore especially encouraged to apply.

Please submit letters of interest with resumé and contact information for three references. **Position will remain open until position is filled.**

Please use this [link](#) to apply or mail your submission to:

NOCCA Operations Manager
ATTN: Human Resources Department
2800 Chartres Street
New Orleans, LA 70117

NOCCA Vision

We believe in the transformative power of the arts. We aspire to create an educational community that nurtures and challenges young people to become more curious, kind, empathetic, engaged, and willing to grapple with complex problems in order to create a just, sustainable, and joyful world.

NOCCA Mission

NOCCA's mission is to provide a world-class, pre-professional arts education for every young person in Louisiana with the curiosity, creativity, talent and motivation to pursue a life in the arts as they realize the best possible versions of themselves and their futures.

NOCCA Equity Definition:

- *Equity is fairness in action for all:*
- *Equity is valuing diversity and fairness through actions, systems, and policies. Equity is more than intention. It seeks to undo systemic injustices.*
- *Equity means that everyone is offered what they individually need in order to succeed. Equity does not mean everyone receives the same things in the same way.*
- *Equity within NOCCA means that each member of the community feels safe, supported, and respected.*