



OPERATIONS MANAGER

The Winnipeg Film Group seeks a Full-Time Operations Manager to fulfill a new role in a busy and reputable arts organization. Incorporated as a non-profit media arts organization 44 years ago, the Winnipeg Film Group is a four-tiered charity that provides production equipment and venue rentals, training and special opportunities for Manitoba filmmakers, film and video distribution for hundreds of Canadian artists, and a year-round Cinematheque that serves an audience of more than 20,000 a year.

Application Deadline: Monday, January 28, 2019 at noon

Reporting to the Deputy Director, in conjunction with the Executive Director, the Operations Manager will ensure that the Winnipeg Film Group is running as well as it possibly can, with a smooth efficient service that meets the expectations and needs of staff, members and clients. They will manage day-to-day activities, oversee the facilities, liaise with other team members on a variety of tasks, and contribute to human resource systems development. They will audit current administrative work flows and processes, identify gaps and redundancies, present findings to the Deputy Director and Executive Director, and design and implement new procedures. The Operations Manager will be a positive and important addition to our team.

Primary Responsibilities:

OPERATIONAL

- Ensures optimum access to Winnipeg Film Group for the membership and general public: greets visitors and members and answers queries by phone, mail, e-mail, or in person; orients new members as needed;
- Manages all membership accounts. Maintains and updates membership renewals and information;
- Develops and implements new process for membership renewals, identifying and correcting gaps in current procedures;
- Manages the organization's contact database;
- In conjunction with the Executive Director, Deputy Director and other staff will oversee all operations of the WFG's spaces, including offices, production studios, distribution vault and storage facilities;
- Works in conjunction with Cinematheque's Operations Manager, as required;
- Manages independent contractors and suppliers;

- Manages office operations including coordination of IT, security and telephone systems; file management and purchasing of supplies;
- Provides guidance / assistance for administration of programming events, as required;
- Manages membership list and admin duties for the Annual General Meeting;
- Maintains up to date information regarding Manitoba Employment Standards and ensures all staff are compliant and all Directors and Managers are informed;
- Advises Directors on staff hiring processes, and contributes to the orientation of new staff and volunteers;
- Requests funds annually for summer student position(s), as needed;
- Works with Directors on requests to funders, foundations, sponsors, etc. as needed;
- Represents WFG publicly as required;
- Manages overall internal and external communications (social media, newsletter, staff calendar, etc.);
- Executes and facilitates other administrative and operational needs as determined from time to time by the Executive Director and Deputy Director.

FINANCIAL

- Works with Executive Director and Deputy Director to oversee day-to-day financial policies of WFG;
- Tracks expenditures for the organization in conjunction with Directors;
- Maintains confidentiality of all financial and personnel records, and any other sensitive material;
- Administers daily finances for the organization in conjunction with WFG's Bookkeeper and Directors including:
 - Preparing invoices for rentals, memberships and workshops as required, in conjunction with other staff;
 - Preparing and making bank deposits for the organization;
 - Administering petty cash, Square, and credit card payments;
 - Processing online orders as required; Receiving and preparing incoming invoices
 - Participating in any financial audits and other financial matters as they arise and are required;
- Assists with grant applications and reporting as required;
- Assists Deputy Director with CADAC reporting;
- Assists with preparation of year-end financial reporting, liaises with auditor and prepares financial records for audit in conjunction with bookkeeper, Executive Director and Deputy Director.

Experience, Qualifications and Assets:

- Highly organized and detail-orientated with a demonstrated attention to accuracy
- Ability to work calmly and efficiently under pressure
- Demonstrated project management including ability to prioritize multiple tasks, deadlines and changing priorities
- Analytical and able to problem solve
- Personable and affable; Positive attitude and the ability to work in and adapt to a bustling team environment
- Dependable and mature with a high sense of confidentiality
- Understanding of bookkeeping procedures / Proficiency in QuickBooks is desired
- Proficiency in a PC environment is desired; Proficiency in Microsoft Office Suite is required;
- High-level written and oral communication skills
- Office Management experience would be an asset
- Human Resources experience would be an asset
- Leadership and Conflict Management experience would be an asset
- Knowledge of Mailchimp, Photoshop, Excel or other databases would be an asset
- Knowledge of French or a second language would be an asset

The Operations Manager will work 35 paid hours per week with a one hour unpaid lunch (40 hours total). Monday to Friday; occasional evening and weekend work may be required.

Salary is \$32,760 per annum.

The WFG provides a Comprehensive Benefits Package that includes sick time and 4 weeks' vacation, access to group health / dental package (after 3 months), access to matching RRSP plan (after one year). Professional Development opportunities will be available.

This position is generously paid for by a three-year Capacity Building Grant from the Winnipeg Foundation.

Please send resume and cover letter by Monday, January 28, 2019 at noon to:

Monica Lowe, Deputy Director

Email: monica@winnipegfilmgroup.com

Subject Line: Operations Manager

The Winnipeg Film Group is committed to employment equity, aimed at increasing employment representation of historically disadvantaged groups. We welcome applications from Indigenous people, persons with disabilities, members of visible minority groups and women. We encourage applicants to self-declare by stating it on their cover letter/resume.