



Prescott Circus Theatre

1675 7th St. #24925, Oakland, CA 94615

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Operations Manager Job Description. 8/26/2026

Position: Operations Manager
Job Type: Full-time, exempt
Location: Oakland, CA (On-site 75% / Hybrid 25%)
Salary Range: \$72,800.00 - \$75,000.00
Benefits: Monthly wellness stipend, 2 weeks PTO, 14 paid holidays
Reports To: Executive / Artistic Director
Hiring Timeline: Applications are due by September 23, 2026, and will be reviewed on a rolling basis. We encourage early submission.

Applicants are encouraged to review our website <https://www.prescottcircus.org> and visit our Instagram([@prescottcircus](https://www.instagram.com/prescottcircus)) before applying in order to understand our work and submit a more meaningful application.

About Us

Prescott Circus Theatre (PCT) is a 41-year-old arts education and youth development organization and one of the country's longest running social circus programs. We provide safe environments for Oakland youth to develop the confidence and skills to thrive on stage, in school, and in life. This is accomplished through no-cost, school and community-based programs in partnership with professional artists, public schools, and other local organizations. Students work with teaching artists and educators to learn skills like juggling, acrobatics, and stilt dancing, create original shows, and perform in and beyond their school communities. Our advancing youth perform for as many as 40 events each year.

We direct our resources to promote and provide equitable access to quality art education experiences for Black, Brown, and All Children and Youth. This year, Prescott Circus Theatre will work with over 250 students at nine Oakland public schools and community-based programs.

Our operations currently consist of a full-time ED/AD, a part-time administrative assistant in training, and a team of eight teaching artists and program staff. Part time and intermittent staff support book keeping, development, event production, and marking. Learn more: www.prescottcircus.org. IG [@prescottcircus](https://www.instagram.com/prescottcircus). FB [@prescottcircusoakland](https://www.facebook.com/prescottcircusoakland)

About the Operations Manager Position

Prescott Circus Theatre is seeking a strategic and proactive person to serve as our new operational leader. This is a growing opportunity for a mid-career professional who thrives as a systems builder and high-level executor who cares deeply about equitable opportunities for youth and the transformative power of the arts. This is an opportunity to apply and grow one's skills and knowledge to support teaching artists and staff to young people as they joyfully explore their creative potential, co-create community, and inspire their communities.

Working in close partnership with the Executive / Artistic Director and program staff, the Operations Manager will drive operational strategy across program administration, human resources, development, financial administration, and event logistics. They will also serve at times as an ambassador for the

organization, engaging with school and community partners, family, board members, funders and additional stakeholders.

Responsibilities

General Operations & Financial Stewardship

- **Systems Building:** Continuously evaluate and refine administrative workflows, operational software, and internal practices to ensure PCT is best supporting participants, families, staff and partners.
- **Oversight & Compliance:** Direct and oversee external accounting vendors to ensure rigorous bookkeeping, timely invoices, and seamless annual financial review preparations.
- **General Operations:** Support overall general organizational operations and office management.
- **Budgeting & Financial Strategy:** Experience depending, collaborate with the Executive Director to create annual organizational and project budgets; build financial models and deliver long-range revenue/expense projections to the Board of Directors and Finance Committee.

Program Operations, Facilities & Event Logistics

- **General Program Support:** Assist the Executive/Artistic Director with all key program logistics including program start up, teaching artist and program staff communications, scheduling, and family communications.
- **Student and Program Registration and data records:** Facilitate the maintenance of impeccable student and program data records and season registration processes with E/AD and program staff.
- **Supplies and Equipment:** Lead the systems for prop and equipment inventory, maintenance, ordering, and storage.
- **Production & Event Execution:** Lead operational execution for seasonal shows, showcases, and major community appearances (e.g., Black Joy Parade). Tasks include front-of-house management, student catering/snacks, venue booking, and coordinating group attendance from local camps/childcare centers.
- **Venues & Facilities:** Reserve and coordinate facilities for special meetings and retreats, community-based programs, and productions with OUSD, Oakland Parks & Rec, and community partners.
- **Summer & Seasonal Logistics:** Coordinate field trip logistics, manage summer meal programs, handle family communications, and provide on-site operational support as needed.

Development & Donor Relationship Management

- **Grant & Contract Administration:** Support the development and execution of public and private grants, reports, and contracts by compiling resources, generating data and financial reports, and fulfilling compliance requirements.
- **Donor Management, Engagement, and Fundraising Campaigns:** Manage the organization's donor management system, Little Green Light; assist ED/AD with year-round donor engagement; assist with coordinating direct mail fundraising campaigns (Spring/Fall appeals).

- **Events & Committee Leadership:** Serve on (or lead) the Events Committee for major fundraising events and staff retreats.
- **Data Collection:** Oversee survey distribution and impact data collection for reporting and marketing materials.
- **Board Engagement:** Support board communications and logistics for biannual retreats.

People, Culture & HR Leadership

- **HR Administration & Payroll:** Oversee payroll operations, workforce allocation and time accounting across software platforms (Gusto and Sling), ensuring accurate program tracking and regulatory compliance.
- **Talent Management:** Manage staff onboarding, benefits administration, and offboarding processes, fostering a welcoming, compliant, and supportive employee experience.
- **Policy & Compliance:** Maintain HR policies, worker's compensation compliance, annual delivery of W-2s and 1099s, and insurance coverage (COIs) to protect personnel and organizational health.

Qualifications & Experience

Required

- **Experience:** 5+ years of progressive operations, administrative, or program management experience in multi-cultural settings. (non-profit sector preferred; arts education experience is a strong plus).
- **Financial Planning and Reporting:** Demonstrated experience in non-profit financial oversight, budget construction, contract management, and/or financial reporting.
- **HR & Systems Infrastructure:** Familiarity with payroll software, scheduling systems, and general HR onboarding/benefits administration: Google Drive, Gusto, MS Word Suite, Adobe, QuickBooks
- **Strategic Execution:** A demonstrated track record of taking complex initiatives from strategy to execution with high autonomy and accountability.
- **Communication:** Clear written and verbal communication skills capable of building trust with partners holding diverse identities and experiences - from program youth and families to funders and board members to program staff and youth-serving partners.

Preferred:

- **Development/Donor Engagement Experience:** Experience in individual donor cultivation and relationship management, database management, and fundraising campaigns.
- **Design & Reporting:** Basic graphic design skills (e.g., Canva, Adobe Express) to support marketing campaigns, social media, and visual reporting.
- **Logistics:** Experience working with OUSD facilities (Facilitron) or Oakland venue permitting.

Key Competencies & Mindset

- **Cultural Humility and Historical Awareness:** Demonstrates humility and an ongoing commitment to learning across differences, with a strong understanding of the history and contemporary impacts of anti-Blackness, systemic racism, racial oppression, and ableism. Applies this understanding to operational decision-making, workplace culture, policies, partnerships, and interactions with staff and community members.

- **Builder/Executor Mindset:** Eager to bring structure to complex processes and invested in shaping the long-term success of the organization.
- **Adaptability:** Comfortable balancing high-level strategic tasks (budget prep) with hands-on event execution (front-of-house management, event logistics).

How to Apply

To apply, please submit the following as separate attachments to hiring@prescottcircus.org. Please also share how you heard about this opportunity.

Subject line, "Operations Manager - [Your Name]"

1. An introductory letter expressing your interest in the position. Why are you interested?
2. Your resume

Questions? David Hunt: 510-350-7207 or hiring@prescottcircus.org

Upon hire, new employees provide:

- Proof of eligibility to work in the U.S.
- Fingerprint clearance
- TB Test clearance

Equal Opportunity Employer

Prescott Circus Theatre values a diverse workplace and is an equal opportunity employer. We strongly encourage applicants from People of the Global Majority, LGBTQ+ individuals, women, people with disabilities to apply. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws. We will consider employment for qualified applicants with arrest and conviction records excluding convictions involving minors.