



OPERATIONS ASSISTANT

POSITION SUMMARY

Work with Operations Manager to assist in the successful execution of accounting and operational functions related to touring for Transparent Productions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **FINANCE** – Work with Operations Manager to create artist, venue, and co-pro settlements that reconcile all revenue and expenses. Verify show audits, tour expenses, marketing expenses, and artist earnings. Assist in the advance settlement processes and procedures with all necessary partners and work directly with external parties to settle all accounts payable and receivable.
- **OPERATIONS** – Assist in solving operational problems for Transparent Productions. Operational problems can include but are not limited to facilities, equipment, leasing, software, insurance, cybersecurity, finance, sponsorship, compliance issues, etc.
- **ADMINISTRATION** – Handle business functions such as reporting to organizations such as NACPA and Pollstar, etc, managing the settlement email, updating event manager credit cards, and assisting with mail.

ABOUT THE CANDIDATE

- Detail-oriented
- Excellent written and verbal communicator
- Must be able to work in a fast-paced environment managing various projects and able to work under pressure with deadlines
- Good at creating and maintaining systems to make work more efficient and accurate
- Organized
- Self-starter that takes initiative and is a quick learner
- Flexible and able to change plans on the fly
- Independent problem solver
- Highly motivated with the ability to work without close supervision

QUALIFICATIONS

- Degree in Music Business, Finance or Accounting preferred
- Music industry experience highly preferred
- Knowledge and understanding of the Christian music industry
- Proficient with Google Apps and Microsoft Excel
- Flexible with work schedule as some projects will require weekend and evening hours
- Bi-lingual a plus

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Report to: Bobby Talley, Operations Manager

Start Date: Immediately

Employment Status: Full-time, Non-Exempt

Salary Range: \$50,000 - \$60,000

Location: Costa Mesa, CA or Nashville, TN

Some travel will be required. Will work some nights and weekends.

Transparent Productions is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

TO APPLY:

Please send Resume, Cover Letter, Myers Briggs profile, Enneagram and StrengthsFinder (if you've taken it) with the subject line "Operations Assistant Application" to trisha@transparentproductions.com