



Birmingham Civil Rights Institute Job Description

The Birmingham Civil Rights Institute (BCRI), founded In 1992 was Inspired by Rev. Fred L Shuttlesworth. BCRI is an educational, cultural, and research center that promotes a comprehensive understanding for the significance of the Civil Rights Movement in Birmingham, Alabama. BCRI is a part of the Birmingham Civil Rights National Monument established on January 12, 2017 by former President Barack Obama. BCRI's mission is to interpret the past realistically, promote understanding of the present, and foster racial equality and civil and human rights for present and future generations.

Job Title: Operations Manager

Reports To: Vice President of Finance and Operations

FLSA Status: Exempt

Work Hours: 9:00am – 5:30pm Tuesday-Saturday; as needed on weekends and special events

Job Summary:

Manages the overall daily operations of the Birmingham Civil Rights Institute. This position supervises Technology, Events, Gift Store and Ticket Booth staff and functions. The position is responsible for the effective and successful management of labor, productivity, and quality control. Ensures safe and efficient operations. Assists in creating and monitoring of departmental budget.

Responsibilities:

- Direct supervision of managers in the following areas: Technology, Events, Visitor Experience, Bookstore and Ticket Booth
- Has review/approval authority for all operations employees
- Recruits, selects, trains, assigns, schedules, coaches, counsels, and disciplines employees
- Leads the development of work instructions; trains staff on processes and supervises daily operations
- Monitors and reports on daily activities to management
- Forecasts requirements; prepares and oversees budget for units under direct responsibility; schedules expenditures; initiates corrective actions
- Maintains safe and healthy work environment by establishing, following, and enforcing standards and procedures; complies with legal regulation; runs a safe, injury/accident-free workplace
- Contributes operations information and recommendations for strategic plans and reviews; prepares and completes action plans;
- Resolves problems; identify trends
- Engages in other activities as related to the scope of the position

Minimum Qualifications:

- Bachelor's degree in Business, Finance, Accounting, Operations Management or a related field or applicant must have a minimum of 8-10 years of experience in the field which should include at least three years of supervisory or managerial experience
- Must be a self-starter who is able to comfortably work across functions, take tasks from start to finish and enjoys working in a challenging and rapidly changing environment
- Must be a good communicator and one who can effectively lead staff to achieve operational goals

Salary Range:

Physical Job Requirements:

While performing this job, the employee will be required to sit (80%), stand, and walk (20%) and may be required to lift up to 20 pounds occasionally. Will be required to do close work with a computer monitor and perform repetitive hand movements.

EEO Statement:

BCRI is an equal opportunity employer. All Applicants will be considered for employment without attention to race, color, religion, sexual orientation, gender identity, national origin, veteran, or disability status.

Disclaimer:

This job description reflects essential job functions and basic duties of the job and is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, or abilities that may be required.