



Berkshire Innovation Center

POSITION TITLE: Operations Manager

REPORTS TO: Executive Director

FLSA STATUS: Exempt

ABOUT THE BERKSHIRE INNOVATION CENTER

The Berkshire Innovation Center is an independent non-profit that seeks to stimulate and amplify a network of innovation to accelerate diverse and inclusive economic growth throughout Berkshire County and beyond. Offering world-class R&D facilities, interactive training and conferencing resources, and shared access to advanced equipment in a brand new 23,000 SF center, we serve as a catalyst to spark innovation and sustainable growth of advanced manufacturers and other technology-enabled companies.

The Berkshire Innovation Center believes in:

- Creating synergy thru collaboration with industry, academia and government
- Working thru others leveraging their core capabilities to achieve collective success
- Facilitating connections to unleash the entrepreneurial capabilities of our community
- Inspiring young minds to consider the possibilities of innovation in the Berkshires
- Continuous adult learning to equip a workforce for the future
- Efficient utilization of resources for the good of the community

POSITION DESCRIPTION

We are seeking a full-time Operations Manager who can support our growing organization. The Operations Manager at the BIC will be responsible for providing technical leadership for the organization and managing all building operations for the facility. The Operations Manager will manage and maintain the BIC's advanced manufacturing space and equipment, and actively drive and facilitate member knowledge of the facility and equipment, both for training purposes and for project-based work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain and manage technical equipment and safe use thereof.
- Oversee facility operations.
- Execute projects and trainings utilizing the advanced manufacturing equipment.
- Engage with technical leads and member organizations to understand equipment applications and needs, and drive and facilitate usage of advanced equipment.

OTHER FUNCTIONS AND DUTIES

- Maintain a friendly and professional demeanor and work effectively with BIC Staff, member companies, research, education partners, BIC Directors and advisors, equipment vendors and technical providers.
- Be organized, a self-starter and function effectively in a lean, entrepreneurial, and collaborative environment.



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- Provide expertise with mechanical design, engineering, and rapid prototyping processes.
- Review submittals from clients and/or partners to judge if the item is suitable for printing.
- Manage inbound products and balance the ordering of supplies in sufficient quantities to meet demand, but not create an inventory surplus event.
- Oversee cleaning, maintenance and repairs of building including electrical, monitoring of heating/cooling systems, and fire and security alarm systems.
- Form strategic partnerships with universities, research institutions and key governmental partners.
- Maintain a service and pricing structure for technical services for members and other clients.
- Provide project summaries and speak to application and utilization of equipment for marketing and PR initiatives.
- Advise on training, educational initiatives and grant opportunities.

QUALIFICATIONS AND SKILLS

- Self-directed professional with at least 5 years of operations experience
- Bachelor's degree and/or combination of skills and experience
- Demonstrated ability to oversee and collaborate with staff
- Knowledge of office management systems and procedures
- Strong organizational abilities, including planning, delegating and facilities management
- Excellent time management skills and ability to prioritize work to meet all deadlines
- Attention to detail and problem-solving skills

SALARY AND BENEFITS

- Salary range of \$60,000.00 - \$70,000.00 per year, commensurate with experience
- 3 Weeks paid vacation and major holidays

LOCATION

- On-site at the Berkshire Innovation Center, 45 Woodlawn Avenue, Pittsfield, Massachusetts.

TO APPLY

PLEASE SEND RESUME AND COVER LETTER TO BEN@THE-BIC.ORG

Applications accepted until position is filled