

## Position Announcement

Job Title: Business Manager

Reports to: Managing Director

### **Position Description:**

The Business Manager position is part time (non exempt) and is expected to be 24 hours per week. The Business Manager manages all tracking of financial data; provides financial and administrative support to the Managing Director. The Business Manager takes the lead on facility issues, obtaining royalties & scripts, creating contracts, and managing rental agreements.

### **Areas of responsibility and duties:**

- Maintain QuickBooks, pay bills, make bank deposits, process credit card deposits, enter payroll, run payroll audit, support yearly audit, create monthly cash flow
- Create contracts for seasonal and production employees; run background checks
- Order scripts and licenses for shows
- Create Budget vs Actuals for mainstage shows
- Maintain cleaning schedule
- Oversee grounds upkeep
- Keep track of facility issues; manage sub-contractors
- Coordinating computer/technical support
- Provide support for fundraising and social/promotional events
- Any other tasks as assigned by the Managing Director

**Education and/or Experience:** The successful candidate must possess a high school diploma or equivalent. While a four-year degree is not required, a bachelor's degree is preferred. Two – three years of experience with Quickbooks and Microsoft Office (especially Excel) is required.

**Compensation:** Commensurate with experience, this position is paid hourly within the range of \$18-\$20/hour

**Benefits:** paid vacation, holidays, sick time and retirement matching program

*Please submit cover letter and resume with the subject line: "ACT Business Manager" to Tamara Sparacino: [tamara@ashevilletheatre.org](mailto:tamara@ashevilletheatre.org). No phone calls please.*