

# Asheville Community Theatre

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35 EAST WALNUT STREET ASHEVILLE NORTH CAROLINA 28801

## **BUSINESS MANAGER JOB 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.

**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. Experience with Quickbooks and Microsoft Office (especially Excel) is required.

ACT values and welcomes diversity in its workforce, and is committed to providing equal employment opportunities for all individuals based on job-related qualifications and the ability to perform a job. ACT does not discriminate on the basis of sex, gender, religion, race, skin color, age or disability in any of its activities or operations.

### **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

### **Compensation/Benefits:**

- This position is paid hourly at \$20/hour
- Benefits include retirement matching program and paid vacation, holidays and sick time.

### **To apply:**

Please send resume to Tamara Sparacino, Managing Director at [tamara@ashevilletheatre.org](mailto:tamara@ashevilletheatre.org).