



Mailing: PO Box 99327, Seattle, WA 98139-0327
Office: 909 NE 43rd St, Seattle, WA 98105
info@soundtheatrecompany.org

Sound Theatre Company is seeking a **Business Manager** to start in April, 2020. This position is part-time, 20 hours a week, and will pay \$16.00/hour. This position will report to the Producing Artistic Director, and will be a key staff position in an emerging theatre company, helping to move the company forward administratively.

Sound Theatre's mission is to *empower artists to give voice to the dignity and diversity of the human experience*, so we strongly encourage applicants from communities that are underrepresented in American theatre and arts administration. To that end, we want to highlight that you consider applying even if you do not have experience in some of the areas listed. We will train the right person and skill building is one way we fulfill our mission. We intend to provide professional development opportunities, and hope that this position will grow along with the person in it.

Core Duties and Responsibilities

These are the highest priority tasks that this position will be responsible for:

1. Finance & Payroll

- a. Process outgoing bill payments and incoming revenue
- b. Maintain appropriate documentation for all revenue and expenses
- c. Complete weekly bank deposits
- d. Complete monthly coding form for contract accountant
- e. Work with Producing Artistic Director and Board Treasurer to monitor Budgeted vs. Actuals and cash flow
- f. Process payroll (bi-weekly regular, weekly for union artist)
- g. Monitor compliance with policies and regulations (i.e. sick leave)
- h. Complete quarterly state reporting
- i. Work with PAD and Production Manager on the Union documentation and compliance when needed

2. Administration

- a. Maintain digital document storage
- b. Monitor general e-mail address and phone number and check PO box
- c. Manage data entry in ticketing/donation system (currently Artful.ly – researching potential CRMs and transitioning to a new platform is a likely early task)



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- d. Complete annual state reporting
- e. Complete annual renewals (business licenses, insurance, memberships)
- f. Assist the Board of Directors with document management (meeting agendas and minutes, policies and procedures, etc.)

Additional Duties and Responsibilities

These are other areas that this position could take on as the employee gains experience and expertise, depending on the employee's interest and the needs of the company. In some cases, the employee might direct the work of a volunteer or hourly staff member instead of being directly responsible for completing the task.

- 1. Process Improvements:** Implement new CRM; improve volunteer recruitment
- 2. Development:** Coordinate donor communications; assist with gala planning
- 3. Marketing/PR:** Coordinate press outreach; craft e-mail newsletters
- 4. Front of House/Box Office:** Oversee hourly box office/front of house staff

Physical Requirements

The position will primarily require working at a computer workstation in an office setting. Much of our current work flow is digital, which supports the need for online work during the current pandemic. We look forward to returning to regular office -based collaborative work.

Schedule, Location, and Work Environment

This position is 20 hours/week, to be scheduled in coordination with the Producing Artistic Director and other staff. It is generally expected that these hours will occur sometime within the hours of 8am and 5pm, Monday through Friday, at the Sound Theatre office. Depending on the needs of the employee and contingent on demonstrated strong performance, flexible hours and remote work may be an option.



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Our office is an open office space shared with another organization, with 3 cubicles (2 belonging to Sound) and a large conference table. It is located on the 2nd floor, and there is an elevator. There will be a convenient, fully accessible restroom completed by May, 2020. There is no kitchen/breakroom, although there is a refrigerator and microwave.

Sound strives for a casual, comfortable, and friendly work environment. This position will work most frequently and directly with the Producing Artistic Director, and will also interact with the Production Manager and Associate Artistic Director on a regular basis. Other staff, volunteers, or artists may visit the office for meetings. This position will also interact with contractors, such as our accountant and development consultants, and board members, particularly board officers (president, secretary, and treasurer), primarily through e-mail or phone.

Required Qualifications:

- Skills:
 - Highly organized, with excellent attention to detail
 - Ability to communicate in a professional manner
 - Ability to multi-task, and prioritize among competing tasks
 - Basic computer literacy, including familiarity with spreadsheets
 - Basic knowledge of accounting/math
 - Ability to work independently and as part of a team
 - Ability to maintain a positive and respectful work atmosphere
 - Excellent problem solving and analytical skills
- Experience/Education:
 - A high school diploma or equivalent
 - At least one year of administrative experience
- Commitment to social justice and creating a radically inclusive theatre community



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Desired Qualifications:

- A college degree is not required, but completed courses (high school, college, or other) in finance/business/accounting would be helpful
- Administrative experience (finance, development, box office) with a non-profit organization and/or theatre company

Reasonable accommodations will be made to ensure that the person hired for this position is set up for success.

TO APPLY: Please submit a resume and brief statement of interest to Producing Artistic Director Teresa Thuman at teresa@soundtheatrecompany.org using subject line “Resume – Business Manager” by **Monday March 30, 2020**.

Sound Theatre Company is an Equal Employment Opportunity organization. All qualified candidates will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, gender, gender identity, age, national origin, ancestry, citizenship, protected veteran or disability status or any factor prohibited by law. We strongly encourage applications from members of underrepresented groups.