



**TITLE:** Finance and Operations Manager

**STATUS:** Full time; Non-Exempt

**COMPENSATION:** \$67,000

**SUPERVISOR:** Producing Artistic Director

## **ABOUT ARTSWEST**

ArtsWest's mission is to produce artistic events that provoke conversation, incite the imagination, and use live theater as a powerful agent of change. ArtsWest values all employees not just for their staff roles, but for all that makes them who they are. We recognize that identity contains multitudes and is fluid, intersectional, and of vital importance.

Whether an employee fulfills an administrative, creative, or public-facing role, we consider our entire team to be artists in their own right. We are a small but nimble team that allows for collaboration and much self-directed work.

As an organization we hold dear our people and conduct ourselves, accordingly, centering relational work over transactional processes.

## **ABOUT THE POSITION**

Our Finance and Operations Manager oversees the day-to-day business operations of ArtsWest. The role works with the Producing Artistic Director to track departmental budgets and cash flow. The Finance and Operations Manager manages contracts, non-profit business filings, vendor management and facility project management. This position reports directly to the Producing Artistic Director but also works closely with the Accountant and Development Officer.

## **ESSENTIAL FUNCTIONS**

## Financial Work

- Oversees the preparation and management of weekly invoices for our bookkeeper, clarifying vendor payments and assuring timely mailings of checks
- Track and prepare royalty reports for each production
- Ensure timely administration of all non-profit and business filings
- Reviewing concession reports for accuracy, preparing deposits, and make bank deposits
- Reconcile the company credit card monthly
- Assist in ensuring payroll is accurate and on time for artists and staff
- Prepare and analyze financial statements, budgets, and forecasts
- Attend monthly board Finance Committee meetings
- Monitor financial performance and provide reports to the Producing Artistic Director
- Work with staff to adhere to the approved budget and offer support and solutions
- Work closely with the accountant and Producing Artistic Director to track cash flow and the overall financial health of the organization

## Human Resource Management – AW Staff and Production

- Assist the Producing Artistic Director in implementing WA State and the City of Seattle HR laws; ensure the organization follows all L&I requirements
- Assist with recruiting and hiring by posting job positions, managing candidate submission materials, and organizing interviews
- Track and update any memberships, licenses, business insurance, and subscriptions
- Create and track contracts and tax forms for artists and staff
- Oversee the Employee Benefits, Open Enrollment and serve as Liaison between the ArtsWest broker and staff
- Work with the Producing Artistic Director to fine tune company policies including the company handbook, health policies and financial procedures

## Facilities

- Monitor the facility maintenance plan

- Serve as the point of contact for facility vendors
- Monitor and schedule the testing of fire extinguishers, alarms, elevators and other facility requirements
- Assist with IT support by contacting specialists as needed if internal troubleshooting fails
- Project Manage large scale updates to our building

### Office Operations

- Order office supplies as necessary ensuring tidy and organized supply stations
- Retrieve and sort mail; mailing all correspondence from the organization
- Organize filing systems
- Coordinate company wide information systems such phone, internet, security

## **QUALIFICATIONS**

### Essential

- 3-5 years experience working in the non-profit sector
- Experience in financial management
- Experience in project management
- Excellent organization and communication skills
- Alignment with the ArtsWest's mission, embracing anti-racist and anti-oppressive values, and understanding the privilege and responsibility that we hold together as theater producers

### Desired

- Knowledge of QuickBooks and experience in bookkeeping
- Experience with Facilities Coordination
- Background in the arts, specifically theater

## **LOCATION**

ArtsWest is located at 4711 California Ave. SW in the heart of West Seattle's Alaska Junction. There is paid parking behind the building, with free parking available on residential streets within 4 blocks west and south of the theater. King County Metro has a stop for the C Line on the same block as the building. Average 40-hour work week Monday-Friday 9:30am – 5:30pm with occasional nights and weekends.

## **BENEFITS**

Medical & Dental through Regence

Vision through VSP

Time off: 12 paid holidays, 4 personal days, 15 days paid time off in the first 3 years of employment

Complimentary Tickets

## **APPLICATION DETAILS AND DEADLINE**

To apply, please submit in PDF format a cover letter that outlines how your related experience and skills qualifies you for the position and your resume to [resumes@artswest.org](mailto:resumes@artswest.org). Applications will be reviewed on a rolling basis until the position is filled. The anticipated start is late April 2025.

Our policies regarding hiring and employment at ArtsWest are designed to make it clear on all levels of the organization that we honor and value lived experience and the truths of human beings and the energies and talents they bring to their work. A broad range of lived experience is welcomed. We invite those whose goal is to create an environment of abundant and creative space, especially for those whose intersecting identities and voices have been historically excluded, marginalized, or erased.

For more information on our mission, values, hiring practices, production practices and more, please visit <https://www.artswest.org/about/work-with-us/>.