



TITLE: Business Manager

STATUS: Part time, 30 hours with benefits; Non-Exempt

LOCATION: Onsite

COMPENSATION: \$32/hour

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

The Business Manager oversees the core business and administrative functions that keep ArtsWest running smoothly and serves as a key operational thought partner to the Producing Artistic Director. The role brings together financial oversight, human resources and benefits administration, compliance, organizational systems, and other ongoing business needs.

This position is responsible for making sure important organizational processes are clear, current, and moving forward - from budgets and cash flow to benefits, contracts, renewals, records, and recurring institutional deadlines. Routine administrative and operational tasks are supported by an Administrative & Project Coordinator.

The Business Manager works closely with the Producing Artistic Director, ArtsWest's accountant, department heads, and the Administrative & Project Coordinator.

ESSENTIAL FUNCTIONS

Financial Planning & Oversight

- Manage ArtsWest's rolling financial projection process, working proactively with department heads and the Producing Artistic Director to develop and regularly update organization-wide income and expense forecasts.
- Regularly review actual and projected financial performance against budget, flagging significant variances, emerging risks, or questions that need attention.
- Work closely with the Producing Artistic Director and accountant to maintain cash-flow forecasts, develop annual budgets and year-end projections, and prepare financial reporting for organizational decision-making and Board oversight.

Business & Financial Administration

- Oversee routine financial administration, including invoices and vendor payments, royalty reporting and payments, bank deposits, credit-card reconciliation, payroll coordination, and review of earned-income reporting; delegate appropriate routine tasks to the Administrative & Project Coordinator.
- Maintain accurate and organized financial records and supporting documentation.
- Ensure timely completion of nonprofit, corporate, tax, and other required business filings.
- Serve as a primary administrative liaison between ArtsWest staff and the organization's accountant/bookkeeper.

Human Resources, Benefits & Compliance

- Support the Producing Artistic Director in maintaining compliance with applicable employment requirements and organizational policies.
- Oversee employee benefits administration and Open Enrollment and serve as liaison with ArtsWest's benefits broker.
- Maintain organizational memberships, licenses, insurance, subscriptions, personnel records, and required renewals.
- Support recruiting and hiring administration and work with the Production Manager to maintain systems for contracts and required artist and personnel documentation.

Organizational Systems & Operations

- Maintain calendars and systems for recurring organizational deadlines, including financial, regulatory, benefits, insurance, licensing, and administrative needs.
- Maintain effective records-management and administrative systems and identify opportunities to make internal workflows clearer, simpler, and more reliable.

- Supervise and prioritize the work of the Administrative & Project Coordinator, ensuring routine administrative needs are handled consistently and do not unnecessarily fall to the Producing Artistic Director.
- Coordinate the business side of facilities needs, including vendors, inspections, contracts, and major maintenance, in partnership with Production staff and the Administrative & Project Coordinator.

QUALIFICATIONS

Essential

- Excellent organizational skills and exceptional attention to detail.
- Strong analytical and problem-solving skills.
- Comfort working with budgets, financial reports, spreadsheets, and quantitative information.
- Ability to gather, synthesize, and analyze information from multiple sources.
- Ability to work with projections and informed assumptions when complete information is not available.
- Strong written and verbal communication skills.
- Ability to follow up consistently and diplomatically with colleagues.
- Strong judgment and discretion with confidential financial and personnel information.
- Ability to work independently, establish priorities, delegate appropriately, and take initiative.
- Proficiency with Microsoft 365, particularly Excel, Outlook, Word, Teams, and SharePoint.
- A love for the arts and an alignment with ArtsWest's mission and values.

A bonus if candidates have -

- Experience in nonprofit financial management or administration.
- Experience preparing budgets, forecasts, or financial projections.
- Experience working in nonprofit arts organizations or theater.
- Experience with QuickBooks or similar accounting software.
- Experience with human resources administration.
- Experience with nonprofit compliance and business filings.

An ideal candidate identifies with the following statements:

1. I am curious and enjoy figuring out how different pieces of information fit together.
2. I am comfortable working with numbers and have excellent attention to detail.
3. I notice pattern irregularities and am motivated to find their cause.

4. I understand that projections sometimes require informed assumptions and am comfortable refining those assumptions as new information becomes available.
5. I am comfortable following up persistently with colleagues to get the information I need.
6. I am highly organized and able to keep recurring responsibilities and long-term deadlines from falling through the cracks.
7. I am a creative problem solver who can see both details and the big picture.
8. I enjoy working collaboratively while also being a self-directed worker.

BENEFITS

This position is eligible for ArtsWest's full employee benefits package, including 100% employer-paid medical, dental and vision insurance, paid time off, and paid holidays.

- Medical & Dental through Regence
- Vision through VSP
- Time off: 12 paid holidays, 4 personal days, 15 days paid time off after 3 months of employment

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 30-hour work week within the hours of Monday-Friday 9:30am – 5:30pm with occasional nights and weekends.

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.

Applications will be reviewed on a rolling basis until the position is filled.

The anticipated start is November 1, 2026.

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.