

## **OFFICE MANAGER - Administrative**

Metropolitan Performing Arts is expanding it's leadership team to include an Office Manager to oversee the finances and implementation of a business plan. This is a position for someone who has the desire to be hands-on in the development of a growing nonprofit organization. The ideal candidate would be detail oriented, organized, have an appreciation for the arts, happy to work within the Queer community and have exceptional communication skills that will help elevate the organization to be a leader in the industry.

Moving into our 13th season, Metropolitan Performing Arts is a non-profit theater education and performance company, dedicated to enriching the southwest Washington community by nurturing a lifelong passion and appreciation for live arts. We do this through; involving, cultivating, nurturing and enhancing. This position will start with an hourly pay rate of \$17.50, with the potential to morph into a full time position in the future. The Office Manager is a part-time position with an ideal range of 20-25 hours of work per week. This work should be done in the office at Metropolitan Performing Arts with the ability to work from home when needed.

### **Skills and Abilities Needed:**

- Proficiency with Quickbooks and Google Workspace
- Experience with budgeting, payroll, organization, record-keeping and NPO tax procedure
- Experience with non-profit accounting and auditing procedures
- Experience with financial planning and analysis
- Ability to manage your own time
- Ability to juggle multiple tasks and priorities
- Ability to communicate with clarity and kindness with people of all walks of life
- Ability to work collaboratively, take direction, and meet deadlines
- Desire to foster creative projects and growth
- Ideal candidate would have a degree or experience in accounting, business and/or book keeping

### **Job Duties:**

- Manage payroll for all staff and contractors
- Manage all ledger activity including accounts payable/receivable, taxes, bank reconciliations, balance sheets and cash flow reports.
- Maintain/Reconcile accounts in bookkeeping software
- Manage petty cash and credit card activity, examine and reduce major expenses
- Maintenance and organization of digital files and data entry
- Manage invoice tracking of all class tuition, production expenses and development income.
- Manage registration platform for all classes, refunds and other important student information
- Maintain accountability of in-kind donations
- Prepare annual budget in cooperation with Board Treasurer and Artistic/Education Director (Yearly)
- Manage budgeting and financial reporting, quarterly reporting to the Board of Directors, and financial reports for grant proposals
- Prepare monthly and quarterly updates for Artistic/Education Director and Board Treasurer
- Prepare monthly program expense and budget updates to Artistic/Education Director
- Manage monthly bills and rent payments
- Manage rights and royalty applications and other contracts for all productions
- Maintain BAND and Google Calendars as directed by Artistic/Education Director
- Maintain google suite and organizational emails

- Meeting semi-regularly with Artistic/Education Director and post mortems
- Staffing during activities as needed
- Manage all independent contracts and background checks
- Ensure that an I9 and W9 is on file for all employees and independent contractors
- Coordinate general maintenance of facility
- Keep facility/organizational compliance with insurance and safety inspections
- Manage set up of all events in ticketing platform (currently using Book Tix)
- Help with greeting students for classes, sign in/out and answering phones
- Manage building rental requests and contracts
- Prepare the annual audit and Form 990 schedules
- Manage financial procedures ensuring legal and regulatory compliance with GAAP

**Schedule:** This position is 20-25 flexible hours per week. Flexibility in schedule based on organization and employee needs. Opportunity for both on site and remote work. Some nights and weekends may be required.

**Desired Start Date:** September 1st, 2022 with the possibility of some training hours in August 2022

**Compensation:** \$17.50/hr

**Benefits:** Free access to all MPA workshops, classes, performances, events and activities

**Commute:** Candidates should spend the majority of their time working in the theater (6403 E Mill Plain Blvd. Vancouver, WA) and some time working remotely from a personal device.

**COVID-19 Considerations:** All MPA employees are required to have a Covid-19 vaccine and booster. Masks are recommended but not required during shows and when working with others in the space. Our space has an air filtration device.

## HOW TO APPLY

Submit a current résumé, 2 references and your responses to the prompts below through the medium(s) that allow(s) you to express yourself most comfortably and completely (video, audio recording, and/or writing).

- Tell us about the scope of your experience and if you have areas of focus or specialization.
- Is there a particular kind of work that most interests or excites you?
- If you have experience specifically in theatre with youth, or business, what are the unique opportunities and/or challenges?
- And most of all, we want to hear about you, who you are as a human being and a theatre professional, and what conditions make it possible for you to thrive and do your very best work.

Please submit to [KrisHeller@MetropolitanPerformingArts.org](mailto:KrisHeller@MetropolitanPerformingArts.org) including "Office Manager Hiring Call [Your Name]" in the subject line. We prefer if you send all supporting documents as a single PDF. Recordings can be sent as a file or a link to Dropbox, Google Drive, or YouTube. **Please also include 2 references.**

**Interviews will start early August 2022**

*MPA is an equal opportunity employer. We will not discriminate against anyone on the basis of age, gender, marital status, physical/mental ability, race, religion, or sexual orientation. We seek to actively promote diversity in everything we do.*