

POSITION SUMMARY

Stage Kids equips local youth with life skills, character, and relationships for a bright future by providing them with performing arts experiences that are engaging, development-focused, and incredibly fun!

The Business Administrator furthers Stage Kids' mission by supporting the Managing Director to ensure the "business and operations" functions of the organization are fulfilled effectively and efficiently. The nature of the Stage Kids model creates "peaks and valleys" of busy-ness for all our staff. We expect the Business Administrator will work approximately 25 hours per week, most weeks, with opportunities for additional hours during busy weeks leading up to and immediately following program launches, shows and fundraisers. At times working hours may include some evenings and weekends during shows and events.

Some of the Business Administrator's work can be done remotely and on his/her own schedule. However, we expect the person who fulfills this position to spend at least 50% of weekly hours working from the Stage Kids office during a minimum of three (3) business days per week within business hours (8am-6pm). We will expect this person to create a regular work week schedule for Managing Director approval, including regular in-office hours and availability for regular, weekly team and one-on-one meetings.

DUTIES & RESPONSIBILITIES:**BUSINESS OPERATIONS**

- Assist Managing Director with all necessary annual licensing, filings, insurance coverage, etc. as requested
- Manage the overall day-to-day needs of the organization (bills processed, supplies, etc.)
- Pick up and process Stage Kids mail at least once per week
- Maintain office supplies inventory; order supplies as needed/requested
- Maintain organization of Stage Kids digital (pCloud) and physical files; regularly review to clean up
- Fulfill printing/copying needs as requested

FINANCE

- Collect, prepare and execute:
 - Deposits
 - Invoice creation
 - Credit card reconciliations
 - Invoice/bill payments
 - Expense reimbursements
 - Reconcile all A/P and A/R
- Provide all necessary financial information to bookkeeper on schedule weekly
- Follow-up on all uncleared checks
- Facilitate each production's pre-show sales: t-shirts, videos, break-a-legs, playbill ads, and souvenirs/flowers
 - Set up video sales site (Vimeo), create order flyer (digital PDF) and provide to Stage Manager for distribution (typically Band and weekly email)
 - Set up square site prior to distribution of parent packet
 - Update souvenir team's print flyer as needed
- Support Parent Teams for Concessions, Souvenirs/Cast Grams, Flowers
 - Update playbill and Ad/BAL flyer
 - Request lobby petty cash and allocate; reconcile/close-out following production close
 - Prepare all supplies needed for lobby transactions
 - Cash boxes, deposit envelopes, and necessary accessories
 - iPads and square readers, including loading all souvenir items onto iPads
 - Provide training in money handling
 - Print video order flyer for display on lobby table(s)
 - Ensure on-site support for lobby teams, including closing of each show

HUMAN RESOURCES

- Update, maintain, and communicate employee/contractor/volunteer policies, including handbook and onboarding procedures as requested by the Managing Director
- Ensure all employee/contractor information and documentation is collected, filed, and updated as needed
- Assist in any hiring of employees and contractors in collaboration with Managing Director

JOB DESCRIPTION

Business Administrator



FACILITIES

- Manage regular/ongoing facility maintenance needs:
 - Snow removal
 - Pest management (spray spring and fall)
 - HVAC
 - Oversee custodial vendor(s)
 - Weed management (spray and mow)
 - Driveway accessibility (grade and gravel)
 - Fire extinguishers
 - Coordinate/oversee facility volunteers
- Ensure Grange is clean and stocked prior to each program season start
- Ensure proper functionality of facilities to meet the organization's needs

DEVELOPMENT

- Support administration of fundraising events and campaigns as requested.
- Support Development Manager in donor/partner benefit fulfillment and tax receipts/thank yous as requested

OTHER

- Assist Managing Director, Artistic Director, and Development Director with additional duties as requested
- Help maintain a strong and positive organizational culture for staff, parents, kids and stakeholders
- Uphold a strict level of confidentiality

COMPENSATION & BENEFITS:

This role is hourly and the hourly rate of pay is \$23-\$25 per hour, dependent on experience.

In addition to the opportunity to contribute toward Stage Kids' mission and the flexibility to work some hours remotely, other benefits for this role include paid time off, a 25% discount on all Stage Kids programs for kids within their household, and two complimentary tickets to every Stage Kids show!