



OFFICE MANAGER

GENERAL DESCRIPTION

Live Arts is seeking an office manager to support our 34-year legacy of producing high-quality, volunteer-powered theater in downtown Charlottesville.

This is a half-time position that reports directly to the executive director and works closely with the production & volunteer manager.

SPECIFIC DUTIES

Bookkeeping

- Record daily transactions in Live Arts' QuickBooks Online financial management system.
 - Follow basic accounting principles of revenue recognition, matching expenses to revenues, and accrual.
 - Work closely with the development team to record contributed income by category and subcategory to streamline contributed income reporting.
 - Verify deposits that are automatically recorded in PatronManager.
 - Process and record all *credit card* transactions via Patron Manager (tickets, tuition and donations) and Square (concessions). Process and record all *cash* transactions via Square (concessions) daily during the run of a show.
 - Record in-kind donations in QuickBooks and Patron Manager.
- Generate and pay invoices.
- Balance the business and petty cash bank accounts each month.
- Reconcile QuickBooks entries against bank statements each month.
- Scan and record donations received by check and share them with the executive director, gift officer, and data manager for timely acknowledgement.
- Make physical bank deposits as needed.
- Track petty cash receipts.
- Follow safe, effective cash-handling policies and maintain accurate financial reporting at all times.
- File all invoices, credit card reports, payroll reports, employee records, etc.
- Work with the Fringe Director to cover travel and housing expenses. Manage invoices and payments with Worldstrides. Arrange per diem payments prior to Fringe team's July departure.

Financial Reporting

- Run a monthly report of donations for reconciliation by the data manager.
- Run a monthly report of concession income for reconciliation by the audience experience manager. Send the report to EFS for Virginia sales tax filing and to the City of Charlottesville for meals tax filing.
- Run and reconcile a monthly Box Office credit card report.
- Run a production expense report after every production for the artistic director.
- Process and record the production house report daily during the run of a show.
- Produce monthly financial statements against budget, including a balance sheet, profit & loss, and cash flow, for the executive director and Board of Directors.
- Prepare financial reports for grant applications as needed.

Payroll

- Enroll all new employees in Live Arts' payroll service provided by EFS. Make adjustments as necessary.
- Report hours for non-exempt employees twice monthly to EFS for payroll processing.
- Review and record processed payroll twice monthly.

Financial Management

- Assist the executive director with preparing the annual operating budget and special capital budgets.
- Help the production & volunteer manager track and monitor production expenses for each show.
- Prepare all documentation for the annual independent financial audit. Post the resulting 990 on Guidestar and the Live Arts website.
- Provide reports requested by the Board Finance Committee or Treasurer.

Purchasing

- Order and maintain office supplies as needed.
- Order and maintain cleaning supplies for housekeeping as needed.
- Oversee all routine supply stocking for the stage management team.
- Assist the technical director and designers with purchasing, sourcing, and researching materials.

Administration

- Handle health and dental enrollments or changes as needed.
- Maintain confidential employee files.
- Prepare and file annual state registrations.
- Pick up mail from the PO box daily.
- Manage Live Arts gmail addresses and group emails. Create and maintain Patron Manager logins.
- Manage copier maintenance and repairs with the outside provider.
- Troubleshoot phone system issues. Maintain the extension template for physical phones.

- Run playbills as needed during the run of a show.
- Order and maintain parking validation tickets for subscribers and volunteers as needed.
- Order magnetic name badges for staff and Board as needed.
- Create and post stanchion signs for Box Office as needed.
- Answer phones as needed.
- Actively participate in weekly staff meetings and bi-monthly DEI meetings.

Production Support

- Order and arrange for delivery of the meals for Tuesday and Saturday set builds.
- Manage royalty requests for all productions. Apply to various royalty houses and re-submit requests when schedules change.

Non-Production Volunteer Support

- Working in conjunction with the production & volunteer manager, recruit and supervise non-production volunteers to assist with data entry, seasonal cleaning, mailings, and special events.
- Serve as the volunteer coordinator for all special events, opening night parties, and fundraisers with support from the production & volunteer manager and gift officer.
- Support non-production staff in finding volunteers for specific projects, as time permits.
- Support the production & volunteer manager and artistic director in working with the volunteer-led Playwrights' Lab and Readers' Circle.
- Collaborate with the marketing coordinator to promote non-production volunteer opportunities on the Live Arts website, weekly volunteer newsletter, social media channels, paid and earned media, and signage.
- Support the production & volunteer manager in coordinating the annual Rave Review volunteer recognition event.
- Support the production & volunteer manager in maintaining the database of volunteers in Patron Manager.
- Work with a volunteer to design and organize show bulletin boards and gratitude board with direction from the artistic director and support from the marketing coordinator.

Rental Management

- Handle all outside requests to rent or use space. Coordinate space availability, staffing and tech needs, and Box Office services with the respective staff (production & volunteer manager, technical director, and audience experience manager).
- Follow the rental rates and protocols posted on the Live Arts website. Recommend changes as needed.
- Support the audience experience manager in securing house managers and/or bartenders for rentals.

QUALIFICATIONS

Attributes

- A love of theater and the people who make it.
- A strong belief in volunteerism and appreciation for Live Arts' legacy as a volunteer-powered community theater.

- An abiding commitment to advancing diversity, equity, and inclusion at Live Arts and in the community.
- High emotional intelligence and an ability to build relationships of trust.

Skills

- Strong bookkeeping skills, including experience with Quickbooks Online accounting system.
- Excellent organization and problem-solving skills.
- Demonstrated ability to successfully manage multiple projects, meet deadlines, and adapt to changing priorities and needs.
- Open, collaborative, transparent communication style.
- Experience in engaging volunteers.
- Basic aptitude with systems and technology.

Required Qualifications

- Expertise in Quickbooks and experience with CRM systems.
- Willingness and ability to work occasional evenings and weekends, as needed.

COMPENSATION & BENEFITS

This is a half-time, non-exempt position that reports to the executive director. The salary is \$22-24,000, based on experience.

Benefits include:

- 10 days of paid time off annually during the first five years of continuous employment.
- Nine paid holidays each year, including one “floater holiday” to be used at the employee’s discretion.
- Subsidized downtown parking.
- Complimentary tickets to shows.

TO APPLY

Interested applicants should email a cover letter and resume to Executive Director Anne Hunter at anne@livearts.org by April 5, 2024. Applications will be reviewed as they are received, with an ideal start date of June 15, 2024.

Live Arts is an equal opportunity employer and does not discriminate against any individual based on any non-merit factor. We are committed to an equitable workplace where everyone is treated as a respected and valued member of the team. We actively seek to build and retain a diverse staff with regard to race, culture, ethnicity, class, religion, physical ability, age, gender, and sexual orientation.

ABOUT LIVE ARTS

Powered by 1,200 volunteers, Live Arts is a national model for engaged community theater. For more than three decades, we’ve dedicated ourselves to the mission of “forging theater and

community” in downtown Charlottesville. Our engagement in local communities runs deep, and we happily attract participants and audiences from across Central Virginia. We’re known for exceptionally high caliber productions that reflect the remarkable talent of our volunteer actors, designers, and production teams. We’re also known for our provocative programming that makes us unique among community theaters.

We are the anchor tenant in a custom-built, four-story performance space in the heart of downtown. The building is shared with two other respected arts organizations and owned by a separate nonprofit, Charlottesville Contemporary Arts, Inc. (CCA)

Live Arts is a hub for creativity, theater education, and community connection. Each year, we present a compelling season of plays and musicals. Since 2023, we have presented an ambitious, multi-week festival of new works that attracts playwrights from across North America. We welcome students of all ages to our year-round classes and workshops, offer teen and young adult playwriting programs, and run award-winning youth summer camps that introduce young artists to all aspects of theater.

We support the development of local works and provide resources for volunteer-led groups including the Playwrights' Lab, Readers' Circle, Costume Guild, and Scenic Tech Guild. And for more than 25 years, we have provided tech support to high school and college theater groups performing at the Edinburgh Festival Fringe in Scotland.

We aspire to be “a welcoming home for all stories and storytellers.” Our work is guided by six core values and beliefs:

- **Community**—We believe in forging community connections by engaging people in the creation of locally produced, volunteer-powered theater.
- **Creativity**—We believe in the power and beauty of creative expression in all its forms.
- **Equity**—We believe that advancing diversity, equity, inclusion, and accessibility is essential to the creation of relevant theater. We believe in treating every person with respect.
- **Social Change**—We believe in theater as a platform for social change and a way to explore the pressing issues of our time.
- **Learning**—We believe in the joy of learning, personal growth, and the value of education at every stage of life.
- **Artistic Courage**—We believe in artistic excellence, pushing boundaries, and taking risks in all aspects of our work.

It takes more than \$1.1 million annually to fund this remarkable nonprofit theater. In a typical year, half of our income comes from ticket sales, education fees, rentals, and concessions. Grants, sponsorships, and philanthropic gifts make up the other half.