

ON THE BOARDS

On the Boards, Seattle's home for contemporary dance, theater and multidisciplinary performance, seeks an experienced General Manager. This person is detail-oriented, and has proven success in a collaborative, fast-paced arts administration environment, wants to be involved in all aspects of running an organization. The ideal candidate sees this role as step in a career path to Managing Director, Finance Manager, or Executive Director.

Organization Description:

On the Boards is a 40-year-old arts organization located in Seattle, Washington. Our Anniversary year features community and fundraising events, as well as a comprehensive fundraising campaign. The organization owns and operates the Behnke Center for Contemporary Performance, located in Seattle's Lower Queen Anne neighborhood. The facility includes multiple art and performances spaces, including the 300-seat Merrill Wright Theater, a flexible Studio Theater, and four rented retail spaces.

OtB has repeatedly been the first art center in our region to introduce audiences to the world's most forward-thinking artists like Spalding Gray, Bebe Miller, Phillipe Quesne, The Wooster Group, Reggie Watts, Gisele Vienne, David Byrne, Laurie Anderson, Pat Graney, Crystal Pite, ZoelJuniper, Anne Teresa De Keersmaeker, Dayna Hanson, and Dani Tirrell. This extraordinary roster of artists, among many others have played a vital role in On the Boards' history, and its reputation in the field as one of the best places in the country to develop, perform, and view contemporary performance. Our next performance is Timothy White Eagle's *The Violet Symphony*, Mar 19 - 22, 2020.

On the Boards operates with a \$1.7 million budget and a staff of 14. Our programming includes regional and international commissions and performance presentations, in addition to new initiatives that center a diversity of artists and ideas. We also run OntheBoards.tv, an online publishing platform for ground-breaking artistic projects and contemporary performances and is used in all 50 states, 157 countries, and by thousands of students at over 125 universities worldwide.

On the Boards has a well-earned reputation for hitting above its weight.

Organization Mission and Values:

On the Boards invests in leading contemporary performing artists near and far, and connects them to a diverse range of communities interested in forward-thinking art and ideas. We believe if we are successful in our work that we can grow our field, enrich people's lives, and contribute to civic and global dialogues.

We value:

- artistic risks while being fiscally responsible;
- leadership in our field and the multiple communities we serve to strategically advance the role contemporary artists play in society;
- racial and social equity, and accountability;
- provocative art as a vehicle to connect people of diverse backgrounds and perspectives;

- our regional creative community as we engage with international artists and peers;
- professional and transparent management.

On the Boards' workplace culture:

On the Boards honors collaboration, respect, humor, and the humanity of its employees, Board members, and volunteers. We regularly acknowledge that life happens, friends and family are important, and that working in a small non-profit is much better with likable, hard-working colleagues. On the Boards is made up, at every level, of individuals who will change the light bulbs, empty a trash can when needed, or step up to represent the organization in a professional and energetic way.

On the Boards is prioritizing racial equity in the workplace. Our work is ongoing, and we are looking for a new member of our team whose experience and qualifications can join us in making our workplace and practices more racially equitable and accessible for all.

General Manager Key Responsibilities:

The General Manager's responsibilities fall into the areas of Finance, Human Resources, and Business Planning and Administration

Finance - 50%

- Oversee and innovate the accurate processing, tracking, and recording of all financial transactions according to On the Boards' standard procedures:
 - 1) accounts payable on a consistent schedule, with payments allocated to the correct budget category in the chart of accounts;
 - 2) accounts receivable following On the Boards' invoicing procedures.
- Work with external Finance and Accounting Contractors to assemble information for external auditors for the annual audit, and organize each month's financial close.
- Reconcile all transactions in the general ledger in accordance with GAAP and all earned and contributed income with PatronManager, our Salesforce-driven patron database on a monthly basis.
- Pay taxes and fees and prepare accompanying returns for city, county, state, and federal agencies.
- Maintain an up-to-date, organized, and easily accessible filing system of past financial records.
- Maintain inventory records and reconciliations.
- Issue regular financial reports for review and use by management and finance committee.
- Prepare and make bank deposits.

Human Resources - 25%

- Gather and enter information from new employees, vendors, and contractors, and innovate a more robust onboarding process.
- Maintain up-to-date and accurate payroll, timecard, tax status, health benefit and other personnel records, and submit payroll and taxes on a semi-monthly basis.

Business Planning and Administration - 25%

- Invoice OntheBoards.tv academic subscribers and process payments to activate their subscriptions. Work with OntheBoards.tv partners on new distribution initiatives.
- Draft rental agreements and complete invoices for entities renting space at the Behnke Center for Contemporary Performance.

- Draft and maintain tenant leases, keeping NNN and other changes up-to-date.
- Reconcile reports and create payments to OntheBoards.tv featured artists and partners.
- Serve as a resource to departments and staff in drafting and tracking organizational and departmental budgets.
- Collaborate on multi-year budget planning, and business planning for new initiatives.
- Provide occasional administrative support to Executive Leadership as requested.

Qualifications:

- Minimum three years Arts Administration experience with at least two years of non-profit accounting or bookkeeping experience
- Working knowledge of the QuickBooks accounting software packages
- Intermediate or above skills working in Excel
- Familiarity with Salesforce/PatronManager a plus
- Proven organizational and time management skills
- Highly accurate with attention to detail
- Ability to work independently, and as part of a team
- Excellent written and oral communication skills

General Information:

Status: Full Time, Exempt

Reports to: Executive Director

Supervises: Finance and Bookkeeping Contractors

Compensation: \$54,000-\$57,000

Benefits: Eligible for company paid medical, vision, and dental insurance as well as short-term and long-term disability, accidental death and dismemberment and life insurance. Additional benefits include a subsidized ORCA card and/or parking pass and generous paid time off including 12 holidays, vacation, and sick leave.

To Apply:

Email cover letter, resume, and three professional references to jobs@ontheboards.org (subject line: General Manager Search). Position open until filled, with interviews to begin mid-March. Candidates will be subject to a background check.

On the Boards is an equal opportunity employer and is committed to a diverse, accessible workplace, and to supporting our staff with ongoing career development opportunities. Our building and offices are ADA accessible and we strive to make any additional accommodations. People of color, people with disabilities, women, and LGBTQIA+ candidates are strongly encouraged to apply. Must have, or be willing to acquire, legal authorization to work in the United States.