



Kelly Strayhorn Theater  
5941 Penn Avenue, Pittsburgh PA 15206  
t 412.363.3000 :: f 412.363.3416  
kelly-strayhorn.org

Administrative Offices  
The Alloy Studios  
5530 Penn Avenue, Pittsburgh PA 15206  
t 412.363.3000 :: f 412.363.4320



## JOB POSTING

DECEMBER 17, 2013

### CONTACT

info@kelly-strayhorn.org

## Business Manager

Kelly Strayhorn Theater is a vibrant and vital multi arts presenter. We encourage, enable, and empower an entire spectrum of small- and medium-sized arts groups, which in turn enrich both the artistic climate of Pittsburgh and the economic development of East Liberty.

KST has seen significant success and growth since 2008, building an ambitious range of quality, contemporary programming and garnering accolades as a presenter, producer and mentor of emerging artists. In four years, the Kelly Strayhorn Theater has grown from a rental house to an exciting, arts presenter. Stakeholders, including: regional funders (who have made major multi year commitments) and patrons, donor and artists praise the organization for our dedication to diversity, community engagement and world-class performance.

The operations have grown with this success. It also faces the tests that growing, mid-sized arts organizations face, including the need to develop predictable and growing sources of revenue and ensure that management capacity is not outpaced by the demands of more ambitious programming.

### Description

The Business Manager is a senior leadership position. The ideal candidate has financial planning and management experience and is a results-oriented collaborator committed to the organization's success.

The Business Manager oversees financial and operational aspects of Kelly Strayhorn Theater including: budgeting and financial planning; organizational systems, and administrative processes that contribute to theater's day-to-day operations.

The Business Manager is a resourceful, exceptional manager. A team builder with the ability to connect with, supervise, and train staff including interns and volunteers; ability to assess strengths and weaknesses and organize, motivate, and manage teams; ability to foster and sustain a positive work environment.

This position is an integral part of management for the organization. This is a full time position salaried position.

Reports to: Executive Director



## Essential Accountabilities

### Financial Planning

- Lead budget planning, forecasting; tracking departmental revenue and expenses;
- Preparing financial analysis, and monthly reports to management team;
- Oversee cash controls; manage accounts payable and receivable;
- The ability to anticipate financial management issues and provides recommendations to address them.
- Works closely with ED, marketing, programming, production and development to establish macro view of the organization's operations and make recommendations.

### Operations and Management

- Develop integrated systems for patron, fundraising, and financial data; develop;
- Oversee human resources functions and policies including the administration of employee benefits plans, recruitment and staffing, training, evaluation and professional development, compensation, and HR information management.
- Manage internal communication; manage contracts with vendors – telephones, waste removal, equipment leases, technology support, etc.
- The ability to make decisions on behalf of the company with confidence and assertiveness.

The Business Manager has foresight, is attuned to the arts and culture market, with experience creating and implementing business plans for the organization that align with our strategic plans.

The Business Manager works closely with the Executive Director and plays a critical role in establishing and managing strategic partnerships.

## Knowledge & Experience

The ideal candidate is an excellent manager, highly motivated, unflappable and exceptionally organized with the ability to multi task, prioritize and lead teams in a fast paced environment. The preferred candidate will have ten years of arts management experience; with a deep understanding of business.

Knowledge of Theatrical Procedures and Practices preferred.

Computer Skills: specifically Microsoft Office and/or related programs, FileMaker Pro and/or Access, Quickbooks.

Starting salary commensurate with experience.

## To Apply

Send resume and cover letter with three references to janera solomon via:

[info@kelly-strayhorn.org](mailto:info@kelly-strayhorn.org)

No phone calls please.