

BUSINESS AND OPERATIONS MANAGER

Job Description

June 1, 2021

The **BUSINESS AND OPERATIONS MANAGER** reports to and works closely with the Executive Director in the management of all facets of the operation of the theatre. The successful candidate will have strong attention to detail, excellent communication skills and the ability to work in the fluid environment of a theatre. The responsibilities of the Business and Operations manager will include, but are not limited to the following:

- Fiscal- oversee daily banking, maintain bookkeeping in QuickBooks, write disbursement checks as needed to pay bills, assist with annual audit.
- Payroll- prepare payroll, tax forms, reports for payroll and general excise taxes.
- General- oversee processing of daily incoming/outgoing mail, maintain administrative files and records, manage supply acquisition and service providers, identify and engage hourly personnel as needed.
- HR- maintain employee files, compliance, insurance, and acquire necessary permits, licenses, and certificates.
- Provide administrative support to the Executive Director, Development Director, and other staff/personnel as needed.

This position is a full-time, salaried, exempt position on the senior staff of the theatre. The business office workday is 9:00 a.m. to 5:00 p.m., Mondays through Fridays. There may be times when there is a requirement for the Business and Operations Manager to work outside of these times and days to fulfill position responsibilities. Compensation: 35,000-45,000 depending on experience. Employee benefits include Health Insurance, TDI, Workers' Compensation, FICA, paid sick leave, and paid vacation.

The Business and Operations Manager should have experience with the following:

- Accounting, payroll, bank accounts, and check disbursements: QuickBooks
- Word processing: Office 365 (Word)
- Spreadsheets: Office 365 (Excel)

Manoa Valley Theatre

The Theatre

Manoa Valley Theatre was founded in 1969 and has been in continuous operation since that time. The facility at 2833 East Manoa Road was built in 1986 with nearly \$1 million in community support and is housed on land which is leased from Kawaiahao Church and was once the site of their Manoa chapel.

The mission of the theatre is “to produce intimate, high-quality, innovative theatre for the benefit of Hawaii audiences and artists.” The principles which guide fulfillment of this mission are:

- striving to consistently provide quality entertainment
- a commitment to develop Hawaii theatre artists
- producing challenging, thought-provoking, educational experiences
- acceptance of artistic risks
- an expectation of professionalism at all levels
- fiscal responsibility

The theatre is organized as a “community theatre” although by definition it is better characterized as “semi-professional” because of its professional staff and frequent use of professionally trained/experienced guest directors, musicians, designers, and performers.

Professional Staff

The full-time professional staff is composed of the Executive Director, Development Director, Business and Operations Manager, Box Office/House Manager, Production Manager, Administrative Assistant, Costume Manager, and Technical Director.

The part-time staff is composed of Evening Box Office Assistant, Director of Public Relations, Beverage Service staff, and Education Coordinator.

Play Production Season

MVT annually produces a mainstage play season of eight selections which includes musicals, comedies, and dramas. Play selections are typically drawn from recent Off-Broadway and Broadway seasons. The MVT Music and Comedy Series is comprised of six concerts. From time to time, special presentations are produced in a Dark Night Series between mainstage productions or on dark nights during the run of mainstage plays. The MVT Studio is the educational program, teaching both artistic and technical skills for the theatre. The theatre is in production year-round, with a new play opening every other month, and each play being

presented with between 15 and 30 performances. The annual play production season begins in September.

Board of Directors

The organization is governed by a volunteer Board of Directors (28 members) which meets monthly. The board conducts its business through a committee structure. All members of the board participate on one or more standing committees, which meet at least once monthly. Members of the board also participate in the “Adopt-A-Play” program which provides for visits as guests to auditions and rehearsals to increase their familiarity with the play production process and MVT’s volunteer program.

Annual Finances

Manoa Valley Theatre is a not-for-profit, tax-exempt charitable organization doing business under section 501(c)(3) of the Internal Revenue Service code. The theatre’s operating budget for FY20 (pre-pandemic) was about \$950,000. Approximately 55% of its annual funding comes from ticket sales to the plays (single tickets and season tickets). The remaining 45% is raised by the Board of Directors, with direct assistance of the staff, through direct mail fundraising, grant writing, corporate play sponsorships, and an annual gala fundraising event. The fiscal year begins July 1.

Memberships

Manoa Valley Theatre is a member of the American Association of Community Theatres (charter member), (Hawaii) Alliance for Drama Education, the Hawaii State Theatre Council, and the Hawaii Association of Nonprofit Organizations.