

Cleveland Public Theatre

is Hiring a Deputy General Manager

Cleveland Public Theatre (CPT) is hiring a Deputy General Manager which is a core part of the CPT staff and will make a meaningful contribution to life at CPT and its success. CPT will be accepting applications for this position through Friday, April 27.

Deputy General Manager Job Description

CPT is hiring a Deputy General Manager. This role requires leadership and initiative, is part of an intimate, resilient, team-driven staff, and reports to the CFO/General Manager. The role is responsible for the day-to-day oversight of CPT's financial operations as well as working with the CFO/GM on a range of projects. Financial management responsibilities include management of Accounts Receivable, Accounts Payable, Payroll, bank accounts, and other assets as well as liabilities like credit cards & loans and managing a part-time Finance Assistant. This role is responsible for Human Resources management. This role assists the GM with institutional issues, special projects, and strategic initiatives such as renovation planning. This role will be expected to provide leadership around a range of activities and projects as the need arises. CPT has a history of training theatre professionals in management and finance skills who've shown excellence and attention to detail in their previous work experience. Ambitious, fast learners with limited financial management experience should feel welcome to apply, as well as professionals trained in some management areas and looking to take on larger responsibility and leadership opportunities.

Salary: \$32k to \$37k. Anticipated start date is Tuesday, May 29.

CPT Staff Description

Cleveland Public Theatre runs on an inquisitive, ambitious, and energetic staff. This team places a high value on grace-under-pressure and an unstinting commitment to work. CPT's professional artistic work has a bold and innovative aesthetic. We are invested in issues of social justice and equity related to race, gender, and sexual orientation. Our education programs are integral to what we do and are focused on working with underserved communities. CPT values diversity on-stage, backstage, and on staff.

Overall Responsibilities

- **Oversee and/or Execute Bookkeeping Activities**
 - Manage accounts payables entry.
 - Manage staff credit card activity and reconcile monthly.
 - Process bank deposits and reconcile bank accounts.
 - Manage vendor billing and payments and monthly vendor statements.
 - Manage record-keeping for other current assets & liabilities.
 - Record and reconcile ticket and development revenues.
 - Manage and enter accounts receivables activity.
 - Track collection of outstanding receivables and work with relevant staff on collections.
 - Manage part-time Finance Assistant.

- **Manage Execution of Payroll and Payroll records**
 - Serve as payroll administrator.
 - Manage employee benefits and related record-keeping.

- **Manage month and year-end reporting including**
 - Conduct General Ledger account analysis.

- Prepare journal entries.
- Prepare materials for the annual audit and the Form 990.
- Prepare templates and conduct research for budget development.
- Prepare monthly departmental Budget to Actual reports; respond to staff questions.
- Assist GM as available in monthly financial projections and annual budget.
- Assist with cash flow management.

- **Assist GM in Day-to-Day Management of Human Resources Activities**
 - Prepare staff letters of hire and conduct on-boarding of employees and new staff orientation.
 - Respond to staff inquiries and questions.
 - Maintain personnel records.
 - Take notes at HR-related meetings and act on HR issues at the direction of the GM.

- **Other**
 - Assist and support the CFO/GM with a range of institutional issues, special projects, and strategic initiatives including renovation planning.
(e.g.: assessment and selection of key vendors, negotiation of vendor contracts, review & improvement of IT capabilities, analysis of facility use and efficiency)
 - Train and respond to staff questions on financial activities like account coding, submission of bills, invoices, and timesheets.
 - Maintain documentation on financial policies, procedure, and processes.
 - Annual processing of 1099's.
 - Assist in Finance Committee meeting preparation and take notes.
 - Other Fiduciary Duties as assigned.
 - Other Office Management Duties as assigned. (Management of office supplies, copier vendor, etc.)
 - Act as the CFO/GM's representative as required.

Qualifications

The ideal candidate will be able to demonstrate the following:

Skills

- Exceptional knowledge of Excel
- Working knowledge of Microsoft Office
- Excellent numerical, computational, and analytical skills
- Understanding of not-for-profit accounting & financial statements
- One year bookkeeping experience using accounting software is preferred
- One year experience administering hourly and salaried payrolls is preferred

Experience

- Bachelor's degree in Theatre, Arts, or NPO Management, Accounting, or Business is expected
- 1 to 2 years previous administration or management experience
- Experience with Spektrix or similar CRM database application is preferred
- Experience in budget management, financial planning, and analysis is preferred
- Non-profit work experience is preferred
- Previous experience in theatre organization is preferred

Qualities & Personality

- Attention to detail and accuracy while working on multiple projects and tasks
- Able to work efficiently and calmly in a fast-paced environment
- Able to multi-function and re-prioritize tasks as they arise
- Genuine interest in the arts and knowledge of live theatre
- Highly organized and self-motivated
- Energetic, enthusiastic, and always willing to see projects to completion

Interested candidates should send a resume *and* a letter of interest to Denis M. Griesmer, CFO/General Manager at careers@cptonline.org by end of day Friday, April 27.

No phone calls, please.

CPT is a nationally recognized center for contemporary performance. Its mission is to raise consciousness and nurture compassion through groundbreaking theatre and life-changing education programs. CPT implements this mission through its annual theatrical season, featuring between 10-15 adventurous professional productions and a robust series of play development programs that support writers and devisers at multiple points in the creative process. It also provides a bold education program that engages disadvantaged youth and adults in creating their own plays and sharing them with the community. CPT's annual budget is around \$2 million a year. CPT has 22 full-time staff members.