

JOB DESCRIPTION

Business Director

AKA Finance, Facility & Rental Mgr

Financial: Acts as CFO of organization which includes but is not limited to: accounts receivable, account payable; applicable tax preparation and payment; balancing; cash flow analysis; monthly reports for Managing Director and Board; preparation for annual audit; preparation of annual budget

HR: maintains HR records and insures DHT compliance; negotiates with medical and dental providers; works with musicians union in relation to show orchestras; seeks best price and maintains all needed insurance such as liability, facility, disability, and workman's; comp.

Facilities: oversee maintenance person and acts as point person for facility repairs beyond his scope; leasehold improvements: maintains good working order for various internal systems such as phones; electrical, computers; assures compliance with fire inspections and other insurance related inspections

Rentals: Secures and works with persons or companies seeking to rent the theatre; prepares and expedites contracts; secures personnel to work

Special Events

Responsible for direction and execution of assigned tasks for special events including but not limited to 'ILIMA's, donor events such as Producer Club events, sponsor solicitation receptions, platinum sponsor nights, special population nights.