

Houses on the Moon Theater Company

Job Description - General Manager

Houses on the Moon (HOTM) Theater Company was founded in 2001 with a mission to dispel ignorance and isolation through the theatrical amplification of unheard voices. Through creative workshops, original performances, post-show conversations, and accessible ticketing, Houses on the Moon unites communities through the public sharing of untold stories. To learn more about our productions and programs, please visit www.houseonthemoon.org

HOTM is currently seeking applications for a General Manager, who will take the lead on the organization's finances, as well as collaborate with the leadership team on administrative health and general managing of projects. This part-time, NYC-based position will require 15 dedicated hours per week with a goal of growing the position. The responsibilities listed below are inclusive of all tasks that arise throughout the year, however, not all points will be required every week, as we are mindful that this is a part-time position. HOTM is heavily prioritizing hiring Indigenous, Black, and Brown individuals, as well as individuals who have lived experience of the communities whose stories we tell.

Responsibilities of the position include:

- All organizational and project finance functions:
 - Prepare, track, and update HOTM's annual budget for review by the finance committee;
 - Prepare financial information for grants including budgets, financial reports, and cash requests in coordination with Managing Director (MD);
 - Prepare budgets for touring opportunities on an as needed basis;
 - Forecasts cash flow and determines cash needs;
 - Oversee purchasing for the organization;
 - Work with bookkeeper re: A/R, A/P, contributions, deposits, bank and CC reconciliations;
 - Maintain banking and investment accounts and liaise with account managers;
 - In collaboration with MD, prepares the year-end close and supports the auditors in preparation of the annual audit, and federal and state tax filings;
 - Develop and maintain compliance of accounting systems and controls;
 - Provides other financial information as required by the board and staff members.

- **Administrative Health** - This role will be responsible for administrative/clerical functions such as payroll, administering employee benefit packages, filing workers compensation claims and insurance administration.

- **General Manager** - This role will act as the General Manager for HOTM projects and programs, including touring productions, artistic residencies, etc. General Manager functions include:
 - Negotiate, prepare, execute, and track the compliance of all union (e.g. AEA, SDC, USA 829, etc.) contracts including actors and stage managers, directors and designers, seasonal crew, and others requiring a contract;
 - Negotiates, prepares all contracts with venues, royalty providers, and special projects;

- In collaboration with the MD, maintains and fosters relationships with all production vendors (e.g production management, press, advertising/marketing, etc.);
- In collaboration with the MD, hires necessary overhire staff for all projects and productions.

Requirements for this position include:

- Prior non-profit and/or theater administration experience;
- Experience creating and maintaining budgets, forecasting, purchasing, payroll and audits;
- Experience with General Manager-type responsibilities such as contracting and union regulations;
- Highly organized, flexible and self-starting;
- Clear, effective and timely communicator both verbally and in writing;
- Comfortable with remote working but lives in the NYC area, as occasional in-person work required
- Proficiency in QuickBooks Online, Intuit Payroll and Microsoft Office Suite, & Google Workspace

Please note that HOTM will prioritize candidates who identify as Indigenous, Black, and Brown individuals, as well as individuals who have lived experience of the communities whose stories we tell.

The Ideal Candidate would have the following experience (though not required):

- Prior HR experience;
- Prior touring experience;
- Prior experience as a General Manager;
- Development and/or fundraising experience.

Salary:

\$26,000 annually with potential for growth.

The Hiring Process:

Please email your resume and cover letter to jobs@housesonthemoon.org with the subject line “General Manager – [Your Name]” before 5:00pm on **Friday, January 13th, 2023**.

We are looking to hire this position within the month of January. First and second interviews will take place the week of Jan. 16th, with an aim to begin on Jan. 23rd, 2023.