

TITLE

Business Manager

OVERVIEW

The St. Louis Shakespeare Festival is entering its 25th anniversary season having matured into one of the cultural gems of the bi-state region. Its summer Shakespeare productions play to thousands of residents and visitors every night, offering world-class artistry and an unmatched sense of community in one of America's great urban parks. Its innovative Shakespeare in the Streets program builds bridges all across the St. Louis metro area by empowering local residents to tell and own the unique stories of their neighborhoods. And recently the organization has committed itself to developing and nurturing new work in an effort to elevate Midwestern voices in the national cultural conversation.

OPPORTUNITY

The Festival heads into its 25th anniversary with tremendous momentum. The 2024 season was the most successful in its history. It's COVID-era innovations dramatically boosted its profile both locally and nationally. The organization has grown over 30% since the pandemic and over 80% since the current administration began in 2018. As the team works to shape a vision and plan for the next chapter in the life of the Festival, a highly skilled and personable Business Manager will play a crucial role in developing and executing that strategy. Bolstering and invigorating the organization's human and capital resources, the Business Manager will be a key part of expanding and elevating the deeply connective, life-affirming and innovative experiences that the Festival offers to St. Louis and its entire surrounding region.

POSITION

The Business Manager will serve as a key member of the Festival's team and oversee its day-to-day and long-range administrative operations. Building on established best practices and innovating boldly within the unique context of the Festival, the Business Manager will enhance and coordinate internal financial systems; cultivate a workplace culture of support, inclusion and empowerment; and collaborate with the staff on realizing truly transformative plans for the Festival and St. Louis.

RESPONSIBILITIES

Finance

- Create and maintain effective systems for managing cash flow, payroll and accounting.
- Take the lead on budgeting, working with department heads to set annual fiscal estimates.
- Prepare and present clear and informative reports on current and future positions for internal and external constituents.

- Build and nurture strong relationships with outside vendors and contractors.
- Oversee the annual audit in conjunction with the Producing Artistic Director, Finance Committee and outside accounting firm.

Administration

- Refine and clarify internal operating procedures and support/guide Festival staff in their implementation.
- Managing office and facility operations, including rehearsal hall rentals and offsite storage
- Develop systems for budgetary control over physical production processes.
- Manage information technology needs, coordinating installation, maintenance and repair of computers, telephones, software and backend systems.
- Collaborate with staff and board leadership on developing and executing long-term strategic goals of the organization.

Human Resources

- Negotiate and execute all contracts and agreements with Festival staff, artists, contractors and unions.
- Help streamline Festival policies and take the lead on employee/guest welcoming and orientation, acting as company manager for Park and ticketed shows.
- Administer all payroll and employee benefit programs.
- Collaborate with staff to cultivate an organizational culture that is both ambitious and rigorous while also remaining playful and supportive.
- Make recommendations for improving staff structures, offices and other work spaces.

QUALIFICATIONS

We are actively seeking a diverse applicant pool. The ideal candidate will have the following:

- A four-year undergraduate degree from an accredited institution.
- Experience working at cultural or mission-driven organizations.
- Training in nonprofit administration or theater management.
- Strong quantitative skills, including past experience managing budgets, banking and accounting.

As well as:

- A positive and optimistic outlook.
- A desire to nurture and bring out the best in those around them.
- A brisk internal tempo and bias toward action coupled with a genuine and generous patience.
- A growth mindset, candid self-assessment and resilient constitution.
- A deep love for St. Louis, its many neighborhoods and surrounding regions.

COMPENSATION:

Highly competitive with other nonprofit organizations of similar stature and size.

PROCEDURE:

Please send cover letter/resume to jobs@stlshakes.org by December 11. Target start: January 6.