



POSITION: Business Manager

SALARY: Exempt (Salary) **STATUS:** NON-VARIABLE (Full Time)

SCHEDULE: Tuesday-Friday: 10 am-7 pm, Saturday 9 am-1 pm; some additional hours on weekends required.

MISSION STATEMENT: To provide the highest quality performances for audiences in the Puget Sound region, while developing dancers and educating a diverse public and its youth in the art of dance.

JOB SUMMARY: Reporting directly to the Executive Director, Business Manager serves as the first point of contact for all Evergreen City Ballet customers and provides necessary support for all school, development, and administrative activities of Evergreen City Ballet, Inc. The Business Manager works closely with the Artistic Director and the School Faculty to achieve goals related to the productions and school.

EXPERIENCE: Experience in working in operations management, work-flow and database management preferred but not required. Clerical experience, customer service and/or fundraising experience desirable. General knowledge of and experience in working on basic marketing and social media campaigns desired but not required. Graphic design experience desired but not required.

EDUCATION: High school diploma or G.E.D. required. College and arts background preferred. Preferably having or working on a degree in business, arts administration or similar.

TECHNICAL SKILLS: Knowledge of Microsoft Office programs including Word, Excel, Outlook and Powerpoint. Knowledge of Adobe Photoshop, InDesign and preferably Adobe Illustrator helpful but not required. Ability to operate and maintain a personal computer and telephone system. Ability to learn and operate basic functions of QuickBooks software. Previous experience with QuickBooks or similar accounting software preferred. Ability to learn and operate ProClass scheduling software.

WORK ENVIRONMENT: Must be willing and able to adapt to change in a dynamic work environment with moderate noise level. Must demonstrate pleasant demeanor when working with varied constituencies and personalities, including working as a part of a team-oriented work environment. Individual should be creative, outgoing, self-motivated, organized, and pay attention to detail. Strong time-management and communication skills required. Must be able



to manage multiple projects simultaneously. Individual should be able to suggest operations and customer service strategies to maintain, grow and build school constituency.

ESSENTIAL JOB FUNCTIONS/SPECIFIC JOB DUTIES:

- Adhere to mission, vision, and values of Evergreen City Ballet. Adhere to all policies and procedures for Evergreen City Ballet as set forth by Evergreen City Ballet's Board of Directors (ECBBOD).
- Manage office projects as assigned.
- Aid Executive Director in maintaining database of constituents, customers and donors both internal and external.
- Manage communications via phone and email regarding productions, rehearsals and school schedules.
- Regularly post updates to class and rehearsal schedules.
- Participate in school registration each semester. Accept new enrollments, enter and maintain data.
- Manage customer database(s).
- Manage box office at performances and ticketing transactions and reports as well as suggest improvements for organization's ticketing process.
- Manage DVD orders and distribution.
- Manage dancewear sales, ordering and distribution.
- Maintain school records, including parent/guardian releases and other school-related paperwork.
- Manage and oversee all major mailings for development, marketing and the school
- Maintain a clean, organized front office area.
- Collect, enter, and process select customer payments into QuickBooks.
- Set up tuition payment plans in QuickBooks. Process monthly statements.
- Serve as direct contact for parents/customers and as liaison between staff and customers as necessary.
- Secure new program sponsorships and in-kind donations for special events by cold calling area businesses and following up as necessary.
- Create and disseminate monthly e-newsletter. Work with staff to develop and edit content.



- Maintain administrative calendar, event calendar, community event calendars and website content. Ensure all information is up-to-date and accurate.
- Assist in developing and maintaining social media projects to help grow and continue to develop Evergreen City Ballet's audiences for events and grow registration for Evergreen City Ballet's school.
- Other duties as necessary and/or as assigned.

OTHER PHYSICAL AND/OR SPECIAL REQUIREMENTS:

- Working on computer for long periods of time.
- Sitting for long periods of time.
- Some car travel required (to events, to run errands, etc.).
- Must be able to lift up to 50lbs when moving boxes and supplies for special events.

A job description does not list the entire job duties a supervisor or manager may occasionally ask an employee to perform. An employee's evaluation is based, in part, upon their performance of tasks listed and other duties that may be assigned. Management reserves the right to revise the job description from time to time. This job description is not a contract of employment, and either the employee or the employer may terminate the job at any time for any reason. Individual will be required to perform the essential functions of this position, with or without reasonable accommodation.