

**HERE ARTS CENTER
ASSISTANT GENERAL MANAGER
SUMMARIZED DUTIES & RESPONSIBILITIES**

HERE Arts Center, a multi-disciplinary theatre company in downtown New York, seeks an Assistant General Manager to begin as soon as possible.

The Assistant General Manager will report directly to the General Manager and will oversee the department's fellows and Interns. The Assistant General Manager is responsible for all bookkeeping (Accounts Receivable and Accounts Payable), payroll, and general company management duties, including acting as the primary liaison with the artists, providing overall hospitality during their stay at HERE, managing all house seat and comp requests, and helping to facilitate the overall general management of HERE-produced shows, SubletSeries and PROTOTYPE. The Assistant General Manager oversees café management, ordering and inventory management of all supplies, and assists with facility and IT operations.

HERE produces and presents a very heavy season with unique challenges throughout. The successful applicant will be detail-oriented, very well-organized, and will exhibit a calm demeanor, sense of humor, and deep commitment to team work.

QUALIFICATIONS

The successful candidate will also have:

- A passion for creating new works and for working directly with artists
- Understanding of the theatrical production process
- Strong knowledge of union contracting and industry best-practices
- Strong financial skills, including bookkeeping and budgeting
- Advanced experience with Quickbooks and Excel
- Strong knowledge of New York and Federal Labor Laws
- Experience with OvationTix
- Advanced (Mac) computer knowledge, including basic networking understanding

We recognize that no one person will likely encompass all of the experience and qualities that we are seeking; thus, we welcome applicants with varied backgrounds and different applications of skills. We are committed to creating a diverse and inclusive environment and are proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

Salary: low-40's

To apply, send your cover letter and resume to jobs@here.org.

ABOUT THE ORGANIZATION

Since 1993, HERE has been one of New York's most prolific producing organizations, and today, it stands at the forefront of the city's presenters of daring new hybrid art. HERE supports multidisciplinary work that does not fit into a conventional programming agenda. Our aesthetic represents the independent, the innovative, and the experimental: HERE has developed such acclaimed works as Eve Ensler's *The Vagina Monologues*; Basil Twist's *Symphonie Fantastique*; Basil Twist and Joey Arias' *Arias with a Twist*; Hazelle Goodman's *On Edge*; Young Jean Lee's *Songs of The Dragons Flying To Heaven*; Trey Lyford & Geoff Sobelle's *all wear bowlers*; Faye Driscoll's *837 Venice Boulevard*; Taylor Mac's *The Lily's Revenge* and original musical and dance works created and directed by HERE Co-Founder and Artistic Director Kristin Marting.

The New York Times has called HERE "one of the most unusual arts spaces in New York and possibly the model for the cutting-edge arts spaces of tomorrow." Indeed, HERE has become successful at creating a new kind of arts

enterprise — the collaborative multi-arts center. In 25 years, we've supported over 14,000 artists and attracted over 950,000 arts patrons. We aim to integrate art into daily life and engage our community's needs and interests on as many different levels as possible in order to ensure our regular presence in their lives.

**HERE ARTS CENTER
ASSISTANT GENERAL MANAGER
DETAILED DUTIES & RESPONSIBILITIES**

The Assistant General Manager is an integral part of the General Management team, reporting directly to the General Manager and overseeing the General Management Fellows and Interns. The Assistant General Manager is responsible for all bookkeeping (Accounts Receivable and Accounts Payable), payroll, and general company management duties, including acting as the primary liaison with the artists, providing overall hospitality during their stay at HERE, managing all house seat and comp requests, and helping to facilitate the overall general management of HERE-produced shows, SubletSeries and PROTOTYPE.

Duties include:

- Providing regular cafe sales reports, including tips analysis
- Drafting all HEREart and SubletSeries contracts
- Completing the contract execution process for all contracts
- Other tasks as may be assigned by the General Manager
- Providing hospitality for HERE staff and artists, as well as guest artists, and general HERE Staff engagements including opening and closing nights and Birthdays
- Tracking and communicating HEREart and SubletSeries contractual obligations to HERE Staff Members
- Support in Managing GM intern and fellows
- Overseeing Next Week at HERE Email
- Completing and executing all booking sheets for all HERE programs.
- Cash Control
- Daily Banking – Deposits and withdrawals
- Maintaining local banking relations
- Maintaining accounts in Quickbooks Online
- Preparing Reports from Quickbooks
- Writing checks, managing petty cash, daily box office & café deposits, and other general bookkeeping duties
- Working with GM on maintaining long-term cash flow, and managing weekly cash flow reports
- Processing payroll
- Maintaining long-term contractual payments
- Preparations for yearly audit and 990
- Filing HERE 1098's and creating all 1099's
- Filing Quarterly Sales Tax
- Entering all box office and credit card merchant reports
- Entering and collecting all invoices on company credit cards
- Providing regular box office settlements, end of show reports, advance sales and weekly wrap sheets for all HERE-produced and HERE-presented work as needed.