

## HERE ARTS CENTER BUSINESS ADMINISTRATOR

From our home in Lower Manhattan, HERE builds an inclusive community that nurtures artists of all backgrounds as they disrupt conventional expectations to create innovative performances in theatre, dance, music, puppetry, media, and visual art. By providing these genre-blending artists with an adaptive, flexible home for developing and producing their work, we share a range of perspectives reflective of the complexity of our city. HERE welcomes curious audiences to witness groundbreaking performances, responsive to the world in which we live, at free and affordable prices.

HERE strives to create an equitable, diverse, and inclusive home in which all people have fair access to the resources they need to realize their visions. We acknowledge structural inequities that exclude individuals and communities from opportunities based on race, gender, disability, sexual orientation, class, age, and geography, and seek to counter those inequities in our work. Through mindful actions on sustainability and regenerative practices, we work toward climate justice, and a safe, livable planet for present and future artmakers and audiences.

### JOB DESCRIPTION

The Business Administrator will report directly to the General Manager and will help to oversee the General Management Department's Interns. The Business Administrator is responsible for all bookkeeping, payroll, and human resources for the company. We seek candidates with a passion for experimental performance work created by a wide range of innovative artists; cultural competency from lived experiences and/or a clear commitment to anti-racism work; and a commitment to our values as an organization. BIPOC, LGBTQ+, and differently-abled individuals are strongly urged to apply. We also encourage applications from those who may not have conventional resumes.

### RESPONSIBILITIES

#### Bookkeeping and Finance:

- Maintain a complex set of accounts and prepare reports in Quickbooks
- Administer all Accounts Payable and Receivables
- Work with General Manager on maintaining long-term cash flow and manage weekly cash flow reports
- Process payroll, independent contractor payments, and all related tax filings
- Prepare for yearly audit and 990 tax filing
- File Quarterly Sales Tax
- Provide regular box office settlements for productions as needed.
- Reconcile all production and development activities on a regular basis

#### Human Resources:

- Manages employee benefit program offerings and their administration
- Handles all insurance renewals and claims, including General Liability and Workers Comp
- Oversees employee and volunteer on-boarding
- Ensures all staff, both permanent and temporary, adhere to the HERE Code of Conduct and receive required anti-harassment training

- Sits on the Human Resources Staff Committee and collaborates on the creation of staff policies, administering communication of those policies across staff, artists and production teams.

## QUALIFICATIONS

The successful candidate will have:

- Strong financial skills, including significant bookkeeping experience
- Advanced experience with Quickbooks and Excel
- Strong knowledge of New York and Federal Labor Laws
- Understanding of the theatrical production process
- Experience with Google Drive (Google Sheet and Google Doc) and Dropbox is preferred
- A passion for creating new works and working directly with artists
- Desire to be part of a friendly, forward-thinking community of staff, artists and supporters.
- Desire to engage in deeper strategic thinking and collaboration for the organization at large

## SALARY & BENEFITS

- Salary: \$47,000-\$50,000
- Unlimited Paid Time Off with a mandatory two-week minimum
- Health and Dental Insurance (with small employee contribution)
- Professional Development Opportunities
- Flexible work-from-home opportunities
- Access to discounts and promotions from various vendors

## ANTICIPATED START DATE

August 16, 2021

## TO APPLY

Please [click here](#) to complete a short application form and submit your resume.

## 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 more than 25 years, we’ve supported over 15,000 artists and attracted over 1,000,000 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 is a multi-level performance space, located at 145 Sixth Avenue, one block south of Spring Street. The mainstage theatre, lounge, and box office are located on the street level. The Dorothy B. Williams Theatre, the dressing rooms, an office, and accessible restrooms are located on the basement level, accessible by stairs and a lift. HERE's administrative offices are moving to a new location in the coming months, with accessibility details forthcoming. Staff works both onsite, in the offices, and remotely.