



*Taproot Theatre tells stories of hope, serving the Pacific Northwest through live theatre and educational programs.*

**Director of Finance & Operations**

<b>Department:</b> Finance & Operations, Leadership	<b>Pay Range:</b> \$70-75,000/year
<b>Supervisor:</b> Producing Artistic Director	<b>Status:</b> Full-Time, exempt
<i>Job Description Revised January 2022</i>	<b>Location:</b> Seattle, WA
<i>Desired Start Date: March 2022</i>	<i>Position Open Until Filled</i>

**Position Overview:** This position supports the oversight, planning and management of the financial health of the institution as well as the administration and operations of all Taproot facilities, human resources, and IT.

**Direct Reports:** Facility and IT Manager, Finance & Operations Associate, Comptroller, Facilities Associate – Custodial

**Areas of Responsibility:**

*Financial Management and Planning*

- Oversee/Create annual budget, providing department heads guidance on tracking and departmental budgeting practices/procedures
- Review budget with Producing Artistic Director and making recommendations to the Board of Directors
- Regular reforecasting and projections of annual budget and cash balances
- Conscientious examination of Taproot Theatre Company resources to meet immediate and long-range fiscal goals
- Support financial reporting by Producing Artistic Director to Board of Directors
- Oversight of Finance and Capital Board Committees
- Work in conjunction with the Development Director to monitor and report on grant financials, as needed
- Maintain accurate and clear accounting practices including payroll, accounts payables, and accounts receivables processes
- Manage audit and 990 completion in conjunction with Audit firm
- Oversee regular operational compliance and other special projects as needed

*Operations*

- Serve as human resources manager by assisting in hiring procedures as well as maintaining personnel records and monitoring laws and regulations regarding personnel, and managing and updating the Taproot Handbook
- Negotiate and maintain contracts with vendors, suppliers, banking partners, etc.
- Work in collaboration with insurance brokers to manage and renew employee benefits and liability insurance

- Oversee contracts and payment of guest artists, royalties, and other production related financial commitments
- Work with Producing Artistic Director to refine or create policies for administering the theatre and stewarding its resources
- Participate in long and mid-range planning with the Taproot Board and Cabinet Members
- Participate in refining the mission and impact of Taproot Theatre
- Participate as needed in fundraising, production budget planning, and special projects
- Represent Taproot Theatre as needed in the community
- Work in collaboration with Comptroller to maintain compliance related documentation

#### *Facility Management*

- Work in collaboration with Facility Manager to determine building needs, maintenance, etc.
- Work in collaboration with Facilities and Custodial Staff to support building cleanliness and upkeep
- Work in conjunction with Facility team to support rental contracts, rates, etc.

#### **Desired Qualifications/Skills**

- Degree in or other comparable experience with Finance, Accounting, Arts Administration, and/or non-profit fiscal management
- Experience with Tesseract and QuickBooks Desktop a plus
- Non-profit administration experience
- A passion for the mission, vision, and values of Taproot Theatre Company
- A passion for theatre and arts education
- Strong interpersonal and team management skills with experience working in multi-faceted operational structures a plus

**Benefits:** This position is eligible for paid time off, health, dental, vision benefits, and participation in the TTC (Taproot Theatre Company) 403b plan.

**Equity & Inclusion:** Taproot Theatre is working to become an anti-racist organization which prioritizes accessibility, transparent communication, and humanity to foster a space of belonging for all. As part of this work, employees will participate in regular trainings and discussions and be asked to support anti-racism and accessibility initiatives and policy changes, as part of their scope of work. To that end, Taproot Theatre seeks employees who demonstrate initiative to expand their own learning and competency within these areas in order to meaningfully participate in dismantling institutional racism, bias, and other systems of oppression which permeate our industry.

**Faith Statement:** Taproot Theatre Company is incorporated as both a non-profit theatre and a parachurch organization. A parachurch organization is a Christian faith-based organization which works outside of church oversight, and across denominations, while carrying out its mission. Currently, all permanent Taproot staff participate in corporate prayer and self-identify as Christians. Seasonal workers and guest artists may choose not to participate in these customs and represent a diversity of faith traditions and backgrounds. Taproot Theatre welcomes folks of other faith traditions who are

comfortable working in a Christian environment to apply for all open positions and does not discriminate on the basis of religion.

**Physical Requirements:** This position requires frequent sitting or standing, manual dexterity to operate phones, computers, and other office equipment; Taproot Theatre is currently employing a hybrid work environment however this position will be required to work onsite for a portion of this job scope. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

**Public Health:** Taproot Theatre Company requires every employee, volunteer, and contractor to present proof of vaccination against COVID-19. Proof of vaccination can be vaccine card (copy or photo accepted), WA state immunization printout, or verified medical record printout from medical provider.

To apply, submit a cover letter and resume to Ariel Bradler, [ariel@taproottheatre.org](mailto:ariel@taproottheatre.org) or PO Box 30946 Seattle WA 98113.