FINANCE & BUSINESS MANAGER

Dixon Place, an award-winning, non-profit, arts organization, is seeking a dedicated individual with substantial financial and business management experience.

Requirements/Qualifications
• Minimum 5 years experience in bookkeeping, accounting, budgeting, contracts, and financial planning; non-profit experience preferred. Additionally, all such bookkeeping and accounting skills required for the theater's cocktail bar, a for-profit subsidiary
• Strong propensity for being responsible, trustworthy, determined, and mindful; willingness to work until goals are met
• Honesty, transparency, and sharpness; highly organized; detail oriented; excellent oral and written communication skills; team player
• Secure capability to prioritize and multitask, moving fluidly between areas of focus while producing high quality work
• Ability to oversee operations while executing short- and long-term business strategies
• Computer Proficiency (QuickBooks, Filemaker Pro, Word, Excel, Google Suite essential)
• Committed to anti-racism and gender equality
• Demonstrated ability to thoughtfully manage personal, political, and institutional dynamics
• Experience with government agencies on compliance issues a plus
• A calm and flexible mind is crucial.

This position offers a terrific opportunity for accelerated advancement and growth for the candidate who is prepared to step up to the plate, using both pragmatic and creative approaches in fulfilling the responsibilities of this role.

Primary Responsibilities
Financial Management and Reporting
• Daily bookkeeping and payroll administration for all Company accounts, for both the non-profit organization and its for-profit subsidiary
• Prepare and file monthly and quarterly taxes (payroll, sales, unemployment, transit, etc.); work with accountant to prepare for annual audit and tax filings
• Create budgets and budget notes for grant proposals and final reports
• Prepare accounting reports related to specific programs, attendance, box office stats, etc.
• Prepare monthly cash flow statements; compare to budget projections and report
• Generate projected annual budget with Executive Director, and update annual budget according to changes in financial environment and/or programming

Operations/Staff Supervision
• Oversee office workflows and deadlines in marketing, development, facility management, and programming
• Help organize weekly staff meetings and daily “huddles” as needed
• Assist in the hiring of administrative interns
• Hire, orient, and supervise independent contractors as needed

Administration (Contracts, Insurance, Compliance, etc.)
• Prepare artist contracts; liaise with artists and obtain signatures
• Generate earned income by negotiating and preparing rental contracts (commercial and subsidized)
• Negotiate/renew vendor contracts (e.g. Spectrum, Verizon, Vonage) and maintenance contracts (e.g. HVAC, wheelchair lift, ice machine, etc.)
• Renew business licenses and implement city ordinance changes
• Research and renew health and dental insurance
• Work with broker on annual coverage of required general and liquor liability, property, workers’ comp and disability insurance
Special Events/Rentals
• Work with staff and board on planning and execution of DP fundraising events, galas, and other special events
• Assist in generating earned income by developing relationships with potential renters of the facility for special events such as galas, Fashion Week, weddings, and commercial events

Front-of-House
Finance/Business Manager should be available occasionally as front-of-house greeter, box office staffer, or performance 'host' to convey organizational info to audiences.

Organizational Summary
A bastion for visionary artists since 1986, Dixon Place (DP) is a non-profit institution dedicated to supporting the development and presentation of original work in all genres of performing and literary arts. With an abiding commitment to racial justice and gender equity, diversity is a mandate and artist remuneration a priority. In a professional, compassionate environment, artists are inspired and encouraged to take risks, generate new ideas, and execute new practices.

After DP was pioneered in its founder’s home, the organization and venue grew exponentially and in 2009 opened a 6000 sq. ft. physically accessible facility with a 120 seat, state-of-the-art theater and a cocktail lounge with an intimate performing space and art gallery, in downtown Manhattan.

While artists such as Blue Man Group, Lisa Kron, and John Leguizamo began their careers at DP, established artists have appeared over the years such as Justin Vivian Bond, Alan Cumming, Niles Ford, Taylor Mac, Terry McMillan, Vernon Reid, Wallace Shawn, Martha Wainwright, and BD Wong, to name a few.

Providing incomparable opportunities for artists of all stripes and callings, and endowing audiences with accessible, memorable, enriching cultural experiences, Dixon Place has successfully supported artistic achievement for 35 years, contributing significantly to NYC’s cultural landscape.

Logistics
With a vaccine mandate and safety protocols in place, Dixon Place staff have returned to the theater as needed, with considerable work-from-home flexibility. Once the Omicron emergency has subsided, staff will be expected to work on site at least 3 days per week, and full time when the health crisis has passed.

Salary commensurate with experience (range: $50-$60k). Four-month trial period; one-week paid vacation plus legal holidays and monthly health insurance contribution after four months; two-week paid vacation, full health insurance coverage, and opportunity for advancement after one year.

Dixon Place is committed to fostering the values of diversity, equality, and inclusion among its staff, board, and artistic constituents. It does not discriminate on the basis of race, color, gender identity, sexual orientation, national or ethnic origin, age, marital status, disability, religion, or any other category protected by law. Candidates from traditionally underrepresented groups are strongly encouraged to apply.

Send letter of interest*, resume and 3 professional references (preferably from current and former supervisors) to admin@dixonplace.org with “Finance/Business Manager” in subject line.
*Letter should include what interests you about DP’s mission and programs.

Please explore our website to learn more about our mission, history, and programs. (dixonplace.org)