



Business Associate (Full-Time)

About Us:

The St. George Theatre Restoration Inc, a 501(c)3 non-profit organization, is dedicated to the restoration of the theatre and the development as a cultural and performing arts center for Staten Island and all of New York City by providing community outreach, educational programs, and public performances. We are a 1,903-seat performing arts center, hosting concerts, musicals, comedy, dance, children/family shows, film rentals and community events.

Job Description:

The Business Associate will have many responsibilities within the office environment, primarily supporting the Comptroller and Box Office Management Team. This position will be responsible for and trusted with high-end and/or complex duties and will play an important role in keeping the office running smoothly.

Duties Include:

Supporting the Comptroller

- Provide support for the preparation of financial reports needed for the various grants and other reporting requirements.
- Logging and recording incoming invoices and bills for payment.
- Organizing and maintaining files, databases, and records.
- Assist with creating and maintain filing systems, both electronic and physical
- Protect operations by keeping information confidential.
- Assist with bank deposits as needed
- Assist with maintaining QuickBooks and expanding the use of new features.

Supporting the Box Office Management Team

- Learning the Ticketmaster system and selling tickets on high volume days and show days
- Prepare the end of day box office reports and reconciliations
- Coordinate Raffle/Ticket Donations

Supporting the CEO Administrative Assistant /Membership Coordinator

- Assist with the running of the administrative office.
- Assist with creating and maintain filing systems, both electronic and physical (including memberships)
- Answer phone and greet visitors as needed.

Reports to: Comptroller. Will also work with, Audience Services and Marketing Director, Box Office Manager and CEO Administrative Assistant/Membership Coordinator.

Full-Time: Eight hours a day, 9:30am to 5:30pm, Tuesday to Friday. Hours could be flexible based on events/meetings, goals, projects, research, updates, and deadlines. Saturday/Sundays during performances as needed.



Qualifications:

- Bachelor's degree in business, communications, arts management or equivalent professional experience and at least one year of non-profit or arts fundraising experience preferred.
- **Must be proficient with Microsoft Teams, Word, Outlook, Excel and PowerPoint.**
- **Excellent written and verbal communication skills are required.**
- **Highly organized with exceptional attention to detail and deadlines and a proven commitment to customer service.**
- **Experience with using donor database programs and email deployment programs.**
- Comfortable with working in a collaborative team environment. Self-motivated, energetic learner.

Compensation:

Hourly Compensation to be paid bi-weekly.

Health and Dental Plans are available.

Working shows are flexible hours and paid at the same rate.

Overtime will apply for any hours over 40 in one week.

Breaks/Lunch: Two twenty-minute breaks or a 40-minute lunch per day

Annually:

Paid Time Off

10 Vacation Days

5 Sick Days

2 Personal Days

Vacation, personal, and sick days cannot be carried over.

Reviews are conducted annually.

TO APPLY:

Qualified candidates should email letter of interest and/or resume to jobs@sgtr.org with the job title for which you are applying in the subject line. We thank all applicants for their interest. Only those selected for an interview will be contacted.