



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:

Sales Associate - Supporting the Box Office Management Team (60%)

- Learning the Ticketmaster system and selling tickets for all events.
- Prepare the end of day box office reports and reconciliations.
- Respond to Customer inquiries and support phone sales.

Supporting the Comptroller (20%)

- 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 maintaining QuickBooks and expanding the use of new features.

Membership Coordinator (20%)

- Maintain the Donor Management System (Network for Good) to track all donations, memberships and fundraising events.
- Ensure the donor and membership database is updated with correct emails, mailing address, phone, etc .
- Respond to all donor and member queries.
- Respond to all members who sign up for an annual membership. Send thank you notes with coupons, gifts, depending on level and manage expiring Membership for renewals.
- Keep in touch with the VIP members for advance priority seating for headline shows/vouchers.
- Build fundraising events and update membership page on Network for Good.

Reports to: Comptroller and Box Office Manager. Will also work with marketing manager and CEO Administrative Assistant.



Full-Time: Tuesday 12:00pm to 6:00pm, Wednesday to Friday 10:00am to 6:00pm and all shows scheduled in the evenings and weekends. Additional evenings based on events/meetings may be requirement. Some flexibility for some of the Saturday/Sundays performances if staffing schedules allow.

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.
\$18-\$20 an hour, based on experience.
Health, Dental and 401k Plans are available.

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

Breaks/Lunch: Thirty minutes daily. Can be broken up to breaks or one lunch.

Paid Time Off Annually:

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.