



## **GENERAL MANAGER**

This is a seasonal position paid \$990/week. The position begins remotely and transitions to in-person in the Hudson Valley from late June through early August 2022. Housing, transportation, and a \$75 weekly food stipend are provided.

Reporting primarily to the Executive Director and working closely with the Artistic Director, Artistic Producer, and others, the General Manager is a key member of our core staff and will play a major role in our Summer Season in Poughkeepsie, NY. Self-direction and a belief in supporting artists and the development of new work are critical.

### **Responsibilities:**

This position is responsible for significant finance and administrative duties, including:

- Execute day-to-day bookkeeping, payroll, credit card/bank/cash reconciliations
- Manage program's budget and any financial reconciliations with partner organizations
- Work with Production and Company Management departments to manage their budgets

Other duties include:

- Negotiate contracts and manage financial and hiring onboarding process for artists, staff, and other members of the NYSAF Summer Season community
- Manage union relationships/reporting (AEA, SDC, USA)
- Oversee office management, IT/equipment rental vendor relationships, and other general assorted administrative duties as required
- Collaborate with NYSAF core staff members and others to ensure a productive, collaborative work environment
- Liaise with Artistic Director and Executive Director on human resources issues

### **Qualifications:**

- 3+ years of experience with a focus on finance / administration / general management in the arts
- excellent written / oral communication skills
- demonstrated ability to multi-task across several projects
- very strong attention to detail
- experience with QuickBooks as well as MS Office and other common office apps

Other valuable experience/attributes may include:

- contract negotiations and managing union relationships in a performing arts context
- comfort with a fast-paced, self-directed environment
- ability to work both independently and collaboratively



- commitment to creating a diverse, equitable, inclusive, and just organizational culture

**Schedule/Compensation**

- \$990/wk (full time rate)
- \$75/week food stipend during Poughkeepsie residency

Part time April/May; full time June, July, early August.

To Apply Please Visit [www.newyorkstageandfilm.org/work](http://www.newyorkstageandfilm.org/work) to submit a resume.

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**New York Stage and Film** (NYSAF) is a non-profit company dedicated to both emerging and established artists in the development and production of new works for theater and film. Since 1985, NYSAF has played a major role in the development of new plays for the American theater, provided a home for a diverse group of artists free from critical and commercial pressures, and has established itself as a vital cultural institution for residents of the New York metropolitan region. The people and projects we support go on to shape the landscape of theater in America and around the world; our apprentices mature to become leaders in the performing arts and beyond; and our audiences sustain the work of celebrated artists and newly-discovered voices, as crucial participants in the creation of new work.

The cornerstone of NYSAF's artistic programming has been our annual summer season, where each summer a community of professional and developing generative artists live and work together. During our summer season, NYSAF is deliberately flexible with developmental resources to meet the specific needs of artists and projects.

Dozens of notable works trace their developmental roots to NYSAF, including Tony Award winners for Best Musical (HAMILTON and HADESTOWN) and Best Play (THE HUMANS, SIDE MAN and DOUBT) as well as the Broadway musicals HEAD OVER HEELS, AMERICAN IDIOT and BRIGHT STAR, and 2017 Pulitzer Prize finalists THE WOLVES and A 24-DECADE HISTORY OF POPULAR MUSIC.

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**New York Stage and Film's 2022 Summer Season will operate with COVID-19 safety procedures in place, including testing, PPE, social distancing, and regular cleaning in order to keep our community safe. All procedures will be detailed and communicated prior to arrival.**



*NYSAF's return to in-person programming in Summer 2022 is contingent on federal, state and local policies concerning the ongoing pandemic which may affect our ability to conduct the Summer Season in person. We encourage you to apply for these at-will positions and will post updates and communicate directly with active applicants should any changes occur. All postings and job offers are, therefore, subject to change.*

*NYSAF is an equal opportunity employer. All qualified applicants shall be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. Candidates from populations underrepresented in the theater field are strongly encouraged to apply*