**CHIEF THEATER, 314 Beltrami Avenue, Bemidji, MN 56601**

**Business Manager (.25 position)**

The Business Manager works with the Board of Directors to identify, write, and submit grant requests for the Paul Bunyan Playhouse and Chief Theater; administers a membership program for the Paul Bunyan Playhouse; provides support for the Chief Theater rental program and other auxiliary enterprises as directed by the Board of Directors; works collaboratively with Board Treasurer for on-going financial process, completes monthly budget reports and record keeping. An understanding of long-term goals of the Playhouse and Chief Theater and prioritizing advancement efforts to assist the organization in achieving its goals is of primary importance. This position will also provide management to the box office operations.

Duties:

1. Perform a number of duties that bring financial resources into the Paul Bunyan Playhouse and the Chief Theater. This includes:
   * Research and present to the Board grant opportunities; writing and submitting grants in collaboration with specified Board members; reporting to Board regarding general operation, facility improvement, and specific program grants; and, completing all grant requirements including maintaining records.
   * Assist the designated Board member(s) with developing and maintaining a membership development program by managing data bases, assisting with marketing plans, managing the website, making deposits and completing reports to the Board.
   * Increase the existing underwriting and advertising base for the summer season while investigating opportunities to increase this revenue year around, ie; include sponsorship of the Chief’s winter season.
   * Assist the Board member(s) in winter season rentals by referring inquiries to the designated Board members, billing the renting parties, and maintaining annual records.
2. Perform a number of duties to manage the Theater’s financial affairs and records. This includes:
   * Work with the Box Office to complete daily deposits, and provide Board Treasurer with weekly reports of summer season ticket sales.
   * Hire, train, and supervise box office staff.
   * Work with the Board Treasurer to manage the Theater’s financial affairs and records by completing monthly income and expense reports and updating the annual income and expense reports as created and directed by the Board Treasurer.
   * Manage all invoicing and collection of money and prepare for deposit for the Board Treasurer.
   * Present to the Board for approval all bills, and a record of deposits.
   * Prepare for auditing process and promptly act on issues that may arise during auditing of financial statements.

Supervision Received: The position serves at the pleasure of the board, supervised in daily responsibilities by the President of the Board.