



Business Manager

Full-time, exempt

Annual Salary: \$62,353.20

Kitchen Theatre Company (KTC), based in the heart of Ithaca, NY, is a nonprofit professional theater now in its 34th season. We produce bold, intimate, and engaging plays that spark conversation and celebrate a wide range of perspectives. With a 98-seat thrust-stage venue, KTC is known for bringing audiences and artists into close connection through contemporary work that resonates deeply and locally.

We're a small, driven team committed to producing theater at a high artistic and operational standard. As artists, administrators, and community members, we approach our work with creative problem solving, collaborative spirit, and a strong sense of connection to the people we serve. We make theater for this place — and we're proud to work in conversation with local audiences, organizations, and artists.

Overview:

The **Business Manager** is a key member of Kitchen Theatre Company's three-person full-time administrative team. Reporting to the Producing Artistic Director (PAD), this position oversees financial operations, HR administration, company contracting, and audience services. The Business Manager also collaborates with the Production Manager and other contracted and seasonal staff to ensure the infrastructure behind our programming is strong and sustainable.

This is a full-time, exempt, on-site position based in Ithaca, NY, suited for someone who enjoys wearing multiple hats in a fast-paced environment. A combination of daytime, evening, and weekend hours is required, depending on where we are in our production schedule. This role supervises front-of-house operations and associate-level staff, including those supporting the box office, bar, and administrative functions. While the majority of work is in-person, occasional hybrid flexibility may be possible when responsibilities allow.

In addition to managing internal systems, the Business Manager regularly engages with artists, patrons, and community members — serving as a visible representative of the organization during performances and events. KTC is in a chapter of renewal and evolution, and this role plays a key part in strengthening the systems that support our work — ensuring they match the scale and ambition of the organization and the community we serve.

Core Responsibilities:

Finance

- Process payroll and manage accounts payable/receivable
- Ensure timely bill payments, deposits, and vendor invoicing
- Track ticket and bar income and reconcile front-of-house income reports
- Oversee union and production payroll reporting
- Partner with a contract bookkeeper to reconcile monthly accounts
- Support annual and project-based budgeting and financial planning
- Generate reports for audits, grants, and board meetings

HR & Staffing

- Draft and manage contracts for artists, seasonal staff, and vendors (including union agreements)
- Oversee onboarding, personnel documentation, and benefits administration
- Supervise administrative assistant, box office and bar staff, and volunteer teams
- Address HR matters with professionalism and care

Operations & Audience Services

- Serve as a key administrative point of contact for internal and external stakeholders
 - Oversee front-of-house operations and ensure a welcoming experience for patrons
 - Maintain ticketing systems and policies in collaboration with marketing staff
 - Coordinate artist housing, travel, and hospitality logistics
 - Serve as on-site contact during performances, including house management and occasional public-facing duties
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What We're Looking For:

Experience & Skills (Quantitative):

- 3–5 years of experience in nonprofit administration, finance, or operations
- Familiarity with QuickBooks (or similar accounting software), Google Workspace, and Excel
- Experience with payroll and benefits administration
- Understanding of box office systems and union environments (AEA, SDC, USA) is a plus
- Supervisory experience preferred
- Valid US Driver's License

Attributes & Approach (Qualitative):

- Organized, self-motivated, and capable of juggling multiple responsibilities
- Collaborative and flexible with strong communication skills
- Proactive problem-solver who takes ownership and follows through

- Values professionalism and warmth in public and behind-the-scenes interactions
 - Committed to working respectfully with people from all walks of life
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Equity & Accessibility:

We recognize that equitable practices are essential to building a healthy and inclusive workplace, and we strive to reflect that in how we operate — as artists, coworkers, and community members. Candidates from groups historically underrepresented in theater administration are especially encouraged to apply. We welcome people of all backgrounds, identities, and abilities. If you require accommodations during the application process, please let us know.

Hiring Notes:

We are especially interested in hearing from **local or regional applicants** who are familiar with or excited to build a life in the Ithaca area. While we are open to a wide range of candidates, we are **unable to provide relocation support** at this time.

To Apply:

Please send your **resume** and a **short message** (written or video – your choice!) telling us about your interest in the role to **jobs@kitchentheatre.org**. Applications will be reviewed on a rolling basis until the position is filled.