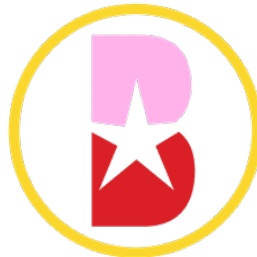


Tuesday, November 1, 2022

Finance & Operations Director

Company: The Bushwick Starr
Location: Brooklyn, NY
Compensation: 62K + benefits

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The Bushwick Starr is an Obie Award winning not-for-profit theater that presents an annual season of new performance works. We are an organization defined by both our artists and our community, and since 2007, we have grown into a thriving theatrical venue, a vital neighborhood arts center, and a destination for exciting and engaging performance. We provide a springboard for emerging artists to make career-defining leaps, and we are a sanctuary where established artists come to experiment and innovate. We are also a neighborhood playhouse, serving our Bushwick, Brooklyn community's diverse artistic needs and impulses. We produce between 3-5 main stage shows per season, in addition to several education programs, community / special events, and development opportunities such as our new play Reading Series and artist residencies. The Bushwick Starr is currently in the process of a large capital campaign to fund a construction project to renovate its new building in Bushwick, purchased in 2021 after the loss of the original theater space in 2020.

The Finance & Operations Director is a pivotal position, focused on organizational finance and company and building operations. The position will work in close collaboration with our Producer, Company and Cultural Manager, Production Manager, Education Director, Technical Director, Community Programmer and Development Associate, and report to the Board of Directors, our Founders: Artistic Director, Noel Allain, and Creative Director, Sue Kessler, and Advancement + Alliance Director, Lauren Miller.

We want to acknowledge that the Starr is an organization that has historically been run by an executive team of white, cisgendered people. As we grow, we continue to envision a team and model that reflects the 21st century world we live in and serves our local and national community. We are currently not only defining where we have been, but also envisioning where we want to go. The Bushwick Starr is committed to continuing its implementation of anti-oppression practices and training for all staff and board members. Four years ago we created our Code of Community: a living document on our website that details the codes by which all who pass through our doors will be treated and expected to treat others. We hold regular staff forums and joint board/staff trainings to continue our development in Inclusion, Diversity, Equity, and Access (IDEA). We are interested in leaning into the difficult conversations to continue our growth and we are looking for a Finance and Operations Director passionate about continuing anti-oppression work as a long-term practice, within HR, finance & operations specifically to ensure justice and access are at the center of this work, and as a partner in organization-wide transformation.

Core responsibilities will include:

Overseeing the operations of the Bushwick Starr building, and the Bushwick Starr company.

Long-range financial and organizational planning, including budgeting and financial projections.

Day-to-day financial management and oversight for a \$1-1.5 million budget, including managing construction, mortgage loan and general banking, bill payment, income and cash tracking, and maintaining financial records.

Working with external project managers for the duration of the capital construction project to maintain, track and manage project budget, contractor invoices, and organizational compliance.

Working with the Bushwick Starr's pro bono legal counsel as needed.

Overseeing and running payroll, in collaboration with department heads.

Experience and facility with Quickbooks a must (entry, tracking, projections, and reporting). The Starr will hire a bookkeeper for entries, but the F&OD will be responsible for overseeing collection and input, and for pulling and understanding Quickbooks reports for organizational operating, capital construction project, program budgeting, and stakeholder reporting.

Partnering with the Bushwick's Starr's CPA and accounting consultant to conduct the annual Audit.

Work with the Board's Audit and Finance Committees, reporting on organizational finances and budget at quarterly Board meetings and as needed.

Working with Advancement + Alliance Director and Development Associate to provide expense reporting for grants, to funding partners and other stakeholders.

In collaboration with the Company and Cultural Manager, managing company administration and human resources for a staff of 10 full-time and 3 part-time employees as well as a number of project-based employees, apprentices and outside contractors.

Attending and contributing to weekly staff meetings, co-organizing annual retreat, participating in mandatory training sessions and optional working groups.

Administration and oversight of organizational compliance, staff reviews, benefits (health, dental, vision, retirement plan), and insurance (company, project, building and other insurances as needed).

Working alongside the Company and Cultural Manager to organize staff and board training, Inclusion, Diversity, Equity, and Access (IDEA),

anti-oppression, and social justice training.

Working closely with the Producer on some aspects of General Management, including advising on negotiating, creating, and executing contracts for artists, staff, independent contractors and vendors as needed, and integration of operating and program budgets.

In collaboration with the Producer, strong knowledge of various types and scopes of union contracts , and developing relationships with unions (including AEA, USA, SDC etc as relevant)

Collaborating with Producer, Production Manager and Education Director on permitting as needed for programs.

The ideal candidate will have:

Professional financial management experience, preferably with a background in the performing arts.

Strong organizational skills (ability to manage multiple projects concurrently).

Ability to lead with confidence, and to work as part of a team of leaders.

A deep understanding of The Bushwick Starr's unique voice, mission, and population.

A passion for directly supporting the work of artists and an interest in flexible models of production and management.

Strong communication skills and an investment in transparency.

A demonstrated commitment to participate in and sometimes lead institutional initiatives and programs around DEI and anti-oppression work.

A keen eye for detail, an ability to work autonomously, and a positive attitude.

The ideal candidate would ideally have:

Experience with working toward an organizational strategic plan.

Knowledge of city planning / real estate / municipal dealings (permits, zoning, city funding, etc.).

Experience with managing aspects of a capital project.

Knowledge of AudienceView (formerly OvationTix), or similar database experience.

Experience working with educational programs and community groups.

This position will be an integral operational position at The Bushwick Starr, with regular office hours and some nights and weekends required for special events, to attend performances and opening nights. The Starr is very much an environment of artists/administrators who are passionate about supporting new work, ambitious artists, and our programs & partnerships in Bushwick. Our relatively small size allows us to work closely and collaboratively, and as such, we value transparency, strong communication, and democratic decision-making practices between roles and departments. We are proud to have built a company culture that is flexible, creative, holistic, and embraces individual strengths and voices. Our hope is to find someone like-minded with a passion for helping an organization reach the next level.

The salary for the Finance & Operations Director is \$62K a year, plus health and retirement benefits. We are interested in candidates who are not historically represented in our field, and encourage applications from under-represented groups as well as individuals who have experience with diverse populations.

To apply please send a cover letter, resume and a list of three references to: apply@thebushwickstarr.org.

We will be accepting and reviewing applications through November 11, 2022. Flexible start date in January 2023 (after Jan. 3). Thank you for your time and interest!

The Bushwick Starr
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For more information:
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