



THE NATIONAL THEATRE FOUNDATION

Part-Time Financial Manager

The National Theatre Foundation, Washington, D.C.

Posted: February 17, 2023

Location: Remote (Eastern Standard Time work hours)

Position: Financial Manager

Field: Accounting, Financial management, Arts administration

Salary: \$ 35 - 45/hour based on qualifications and experience

Benefits: None

Website: <http://www.nationaltheatre.org>

Application Deadline: Applications will be reviewed on a rolling basis until the position is filled

Category: Financial management, Bookkeeping, Arts administration

Employment Level: Part-time, contract

POSITION SUMMARY

The Part-Time Financial Manager plays a central role in the success of The National Theatre Foundation's (NTF) operations. The core responsibilities include (i) coordinating with the third-party accountants, CAVU, to correctly record income and expenses for the non-profit; (ii) preparing regular reports for the Board; (iii) drafting the annual budget; and (iv) supporting the annual audit, Form 990, and Cultural Data Profile.

This is a part-time position, with approximately 15 hours a month with additional time in November/December for the annual audit. This position is completely remote. This position will report to the Director of Operations and collaborate closely with the third-party accountants, CAVU.

PRIMARY RESPONSIBILITIES

- Process all invoices, track payments, and process payroll for NTF operations.
- Prepare regular financial reports for the Finance Committee and quarterly Board meetings.
- Support Finance and Audit Committees meetings as needed.
- Manage the annual audit, Form 990 preparation, and Cultural Data Profile.
- Assist the Executive Director in the creation of the annual budget.
- Coordinate NTF's investment strategy.

EXPERIENCE AND SKILLS

- BS in a related field.
- Experience with non-profit financial management.
- Experience with bookkeeping and budget planning.
- Experience with Quickbooks preferred.
- Attention to detail.
- Self-starter with strong organizational skills.
- Ability to translate financial concepts to the Board.

COVID-19 POLICY:

For fully remote individuals, vaccine policy is not implemented. All NTF employees must provide proof of COVID-19 vaccination (one Johnson & Johnson, two Pfizer, or two Moderna). Booster vaccinations are recommended. The current masking policy for the theatre strongly recommends all employees and audience members wear masks.

NTF FINANCIAL CALENDAR

September 1:	First day of the fiscal year
September:	Meetings for the Finance Committee, Executive Committee, Annual Board meeting
September 15:	NTF's previous fiscal year fundraising report due to NTG
October:	Close out previous fiscal year
November 14:	NTF Q1 fundraising report due to NTG
1 st or 2 nd Week in December:	Audit Fieldwork *can be completed remotely
December:	Meetings for the Finance Committee, Executive Committee, Audit Committee, Board
January:	Finalize Audit; Form 990 due 1/15 *extension to July has been requested in past fiscal years Audit Committee meeting to approve Audit
February/March:	Form 990 preparation
February 14:	NTF Q2 fundraising report due to NTG
March:	Meetings for the Finance Committee, Executive Committee, Board
April/May:	Next fiscal year budget preparation Engagement with NTG on their budget process
May 14:	NTF Q3 fundraising report due to NTG
June:	Meetings for the Finance Committee, Executive Committee, Board

Budget adoption
June 30: NTG budget due to NTF
August 31: Final day of the fiscal year

APPLICATION INSTRUCTIONS

Please submit a résumé and letter of interest highlighting relevant experience to jobs@nationaltheatre.org. No phone calls please. No relocation reimbursement is offered at this time.

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The National Theatre Foundation is an equal opportunity employer that is committed to practicing and promoting equity, diversity, inclusion, and anti-racism in our operations and in our programs. In particular, NTF seeks a racially diverse staff team to mirror the diversity of the DC metropolitan area.

ABOUT THE NATIONAL THEATRE FOUNDATION (NTF)

Since its opening in 1835, just blocks from the White House, [The National Theatre](#) (The National) has premiered landmark American musicals, including *West Side Story* in 1957; hosted presidential inaugural balls; and played a significant role in important national events. Deeply steeped in the history of the United States, it was at The National that President Lincoln watched the Washington debut of John Wilkes Booth in the title role of Shakespeare's *Richard III*. The original theatre was reconstructed several times in the 19th century following a number of fires. The current building had its first performance in 1923 and in the early 1980s, the theater underwent a major renovation. The refurbished theater opened in 1984, with President and Mrs. Reagan attending a gala benefit performance of David Merrick's *42nd Street*. Simply put, few theatres in America have the history, prestige, and continuing vitality of The National Theatre.

The National has welcomed almost every major theatrical star in United States history. It strives to be the "Stage for the Nation," by presenting the highest caliber of performing arts genres, ranging from Broadway productions to popular entertainment and award-winning educational programming. The National's 2022-2023 season includes nine Broadway productions along with our three primary community education programs: (1) *Saturday Morning Live! At The National*, a series of free educational programs for children; (2) *Community Stage Connections*, a free program that brings theatrical and musical performances throughout the District of Columbia and surrounding communities that experience barriers to accessing the arts; and (3) *Teens Behind the Scenes*, which provides DMV-area (District of Columbia, Maryland, and Virginia) high school students interested in the performing arts with free tickets to Broadway productions and talk-

backs with theatre professionals. Given the diversity of the DMV area, a particular focus of our community education programs is engaging children and youth from racially minoritized and economically disadvantaged communities. During the pandemic, all of our programs pivoted to a virtual online format. We are now beginning to transition back to in-person performances.

The National has two performance venues—the main theatre, with a capacity of approximately 1,700, and the Helen Hayes Gallery, an intimate 125-seat performance space ideal for educational programming and smaller performances. The National also has an extensive collection of archival materials, including playbills, photographs, articles, and posters. Plans for proper storage, access, digitization, and display are currently under development.

While its name may suggest otherwise, The National does not receive government funding. The historic building is privately owned and leased to The National Theatre Foundation (NTF)—a 501(c)(3) non-profit organization established in 1974 and governed by a 15-member Board of Directors. Sandy “Charles” Wilkes serves as Chairman of the Board. NTF’s fiscal year 2022 operating budget is more than \$950,000, with approximately 75 percent coming from contributed revenue and 25 percent in earned revenue. This does not reflect capital improvement funds, with recent annual expenditures of \$500,000. NTF is responsible for community engagement, oversees educational programs, and preserves The National and its extensive archives. Among other responsibilities, NTF’s staff manages The National’s relationship with National Theatre Group (NTG). NTG is an affiliate of Nederlander National Markets, which is responsible for the “Broadway at the National” season each year. NTG/Nederlander National Markets is the sole presenter on the Main Stage.

NTF’s strategic planning is focused on further deepening its identity, supporting NTG’s Main Stage presentations while expanding our own community engagement programs, and communicating The National’s rich history in order to distinguish The National among DC’s vibrant performing arts scene. NTF’s corresponding strategic initiatives in the coming years include bringing The National’s archives and history to the public’s attention, increasing its organizational capacity, expanding its economic model, increasing its strategic partnerships, and formulating a communication plan that tells the compelling, inspiring story of The National.