



# THE NATIONAL THEATRE FOUNDATION

## Director of Administration

The National Theatre Foundation, Washington, D.C.

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**Posted:** February 20, 2024

**Location:** Hybrid

**Position:** Director of Administration

**Field:** Non-profit financial management, HR, arts administration

**Salary:** \$75,000 - \$85,000

**Benefits:** Health and dental insurance; paid time off/vacation; retirement plan

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

**Application Deadline:** March 15, 2024

**Category:** Financial management, HR, bookkeeping, arts administration

**Employment Level:** Full-time

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## POSITION SUMMARY

The Director of Administration plays a central role in the success of The National Theatre Foundation's (NTF or Foundation) operations. The core responsibilities include (i) manage day-to-day financial processes and bookkeeping for the Foundation (a 501(c)(3)); (ii) oversee the annual budget; (iii) process payroll through ADP; (iv) oversee HR operations such as internal hiring processes and employee benefits plan management and (v) other duties as may be assigned.

This is a full-time, exempt position, located in Washington, DC, with a hybrid work schedule. This position reports directly to the Executive Director.

## PRIMARY RESPONSIBILITIES

Financial Management (55%):

- Process all invoices, track payments, and maintain QuickBooks Online.
- Process payroll through ADP and keep up with required withholding requirements.
- Prepare regular financial reports for the Board's Finance Committee and quarterly Board meetings.
- Lead meeting of the Board's Finance and Audit Committees.

- Work with the Executive Director to develop financial plans, strategic plans, and ensure entity-wide operational compliance.
- Manage the annual audit, Form 990 preparation, and Cultural Data Profile report.
- Work with the Executive Director to create the annual budget.
- Coordinate NTF's investment strategy.
- Work with the Development Team to set fundraising goals and develop materials for grant reporting requirements.

HR (35%):

- Coordinate hiring process for new staff as needed, including drafting job descriptions, reviewing application materials, conducting interviews, and processing new hire paperwork.
- Serve as the point-of-contact for all NTF benefit plans.
- Advise and implement improvements to NTF's policies and procedures.

Other Operations (10%):

- Maintain all compliancy requirements for NTF to keep its non-profit status.
- Manage the annual insurance renewals and determine adjustments to policies to meet insurance needs.
- Oversee Board and Committee meetings calendar, providing support for meetings which may include scheduling meetings, preparing materials, and taking minutes.
- Manage periodic website updates.

## **EXPERIENCE AND SKILLS**

- BS in a related field.
- 3 - 5 years of experience with non-profit financial management.
- 3 years of experience with bookkeeping and budget planning.
- Experience with QuickBooks Online.
- Attention to detail.
- Self-starter with strong organizational skills.
- Ability to translate financial concepts to the Board.

## **COVID-19 POLICY:**

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 recommends all employees and audience members wear masks. For fully remote individuals, the vaccine policy is not implemented.

## **APPLICATION INSTRUCTIONS**

Please submit a résumé and letter of interest highlighting relevant experience to [jobs@nationaltheatre.org](mailto:jobs@nationaltheatre.org). No phone calls please.

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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.*

### **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 included 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 its surrounding communities that often 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 have now transitioned 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. Proper storage, access, digitization, and display are a priority.

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 2023 operating budget was \$1 million 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. Among other responsibilities, NTF’s staff manages the Foundation’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 within DC’s vibrant performing arts scene. NTF’s strategic initiatives in the coming years include bringing The National’s archives and history more fully 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.