



**Blue Water Theatre Company  
Office Manager Job Posting  
July 2022**

**Organization Background**

The mission of Blue Water Theatre Company (BWTC) is to create a theatre community for young people through meaningful and transformative experiences. Founded in 2007, the organization serves youth ages eight and up by producing nearly a dozen shows per year and offering a variety of educational programs. BWTC is located near downtown Wayzata, MN.

**Position Description**

The Office Manager plays a key role in the day to day operations of the theatre. Duties include recording financial transactions, managing accounts payable and receivable, and reconciling bank statements. Additional responsibilities include the maintenance of electronic/paper files and office equipment, recording minutes of monthly board meetings, and assisting with key community and fundraising events (e.g., block party, gala, area festivals).

The Office Manager possesses a broad array of skills and abilities including: familiarity with accounting methodology and software, strong organization skills, a high degree of accuracy and attention to detail, and the ability to meet deadlines.

**Key Responsibilities**

- Pay and document bills in a timely manner
- Track individual and corporate donations and issue receipts
- Deposit funds
- Reconcile financial accounts
- Ensure that youth and independent contractor files are up to date
- Manage the youth tuition scholarship program
- Manage rental script inventory
- Provide support for annual audit and manage the organization's state and federal tax responsibilities
- Prepare invoices and follow up on past due accounts
- Serve as a member of the Board of Directors' finance committee

**Knowledge, Skills, Abilities, and Attributes**

**Required:**

- Commitment to youth development and the mission of BWTC
- Possess a high level of integrity

- Attend to details and complete tasks with accuracy
- Prioritize tasks and meet deadlines
- Communicate with a variety of stakeholders in a professional manner, both orally and in writing

**Desired:**

- Proficiency with accounting software, Microsoft Office, and Google applications
- Understanding of accounting principles

**Hours and Compensation**

This part-time hybrid position averages 10-15 hours per week. Hours are flexible. The rate of pay is \$21-\$23 per hour depending on education and experience.

**To Apply**

Send a resume, letter of interest, and contact information for three professional references to Lela Olson, Managing Director, at [lela.olson@bluewatertheatre.com](mailto:lela.olson@bluewatertheatre.com). The position is open until filled.