

List of Job Duties for the Chicago Dramatists office manager November 2018

The Chicago Dramatists office manager is responsible for ensuring that core areas of the organization operate consistently and in a highly organized fashion. The office manager also assumes the responsibility of representing Chicago Dramatists and its values in words and action among internal staff and external audiences. Seven major areas of responsibility are outlined below.

1. ORGANIZATIONAL VALUES

The office manager is responsible for representing and instilling Chicago Dramatists values throughout the organization and among all external audiences and vendors. In addition, this person must believe in the mission of the organization and its efforts to support the development of new plays and new playwrights. This responsibility includes:

- A. Meeting high standards of honesty and integrity in every task and interaction
- B. Instilling and supporting a positive, supportive and collaborative work environment
- C. Maintaining high levels of respect for people regardless of sex, creed, ethnicity, identity or sexual orientation
- D. Embracing diversity and actively supporting Chicago Dramatists nondiscrimination policies
- E. Safeguarding Chicago Dramatists assets, its reputation and the reputation of its artists

2. FINANCIAL MANAGEMENT

The office manager is fully responsible for managing all financial bookkeeping associated with the organization and will work in close coordination with the Board of Directors Internal Affairs Committee. The office manager also supports the vision of the organization by providing sound budgetary advice and long-term planning. Financial responsibilities include, but are not limited to:

1. Working with QuickBooks and Excel to manage finances
2. Supervising monthly reconciliation of bank accounts and provides the Internal Affairs Committee copies of the bank statement and reconciliation report for review.
3. Handles day-to-day cash flow challenges with decision on pay outs, bank account transfers and credit line transfers.
4. Manages all assets under the director of the Board of Directors.
5. Prepares and reconciles all petty cash banks.
6. Maintains cash payment procedures for actors, directors, playwrights, and other personnel needed for Monday Night Dramas, table readings, and classes.
7. Store, catalogue and maintain all records.
8. Schedules the annual audit and prepares any needed documentation requested.

3. STAFF BENEFITS MANAGEMENT

The office manager will be fully responsible for all financial responsibilities associated with staff management including:

1. Payroll
2. Health Insurance management
3. Worker Compensation claims

4. PROGRAM AND ORGANIZATION MARKETING

The office manager works with the Board of Directors Marketing Committee (BDMC) and the Artistic Director to manage and execute marketing campaigns.

5. INCOME GENERATION SUPPORT

The office manager will work directly with the Board of Directors Fund Raising Committee (BDFRC) to support the organization's four pillars of financial stability: Individual donor development, corporations & foundations, earned income, and special events.

6. FACILITIES MAINTENANCE/GENERAL OPERATIONS

The office manager will work with all members of the staff and the board of directors to ensure the proper maintenance and operations of Chicago Dramatists spaces.

7. BOARD MANAGEMENT

The office manager will work with the board of director's president and finance committee to help manage the board in the following areas:

1. Prepare financial reports and materials for board and committee meetings
2. Maintain records of agendas and minutes of board meetings
3. Record board contributions

Please email a cover letter and resume to Mike Keating at board@chicagodramatists.org.