Piedmont Players Theatre, Inc. – Salisbury, NC

Position title: Business Manager

Reports to: Managing Director

Overview of Position: The Business Manager has responsibility for managing the day-to-day financial activity of PPT as well as leading the marketing and public relations activity of PPT.

Overview of PPT: Piedmont Players Theatre (PPT) has been a Salisbury Institution for more than 50 years, drawing audiences, volunteers and performers from all over the state to be part of community theater in Salisbury, North Carolina. PPT has been recognized by the NC Theatre Conference as The Outstanding Community Theatre in North Carolina as well as being named Rowan County’s Best Theater by the Salisbury Post’s Readers Choice Awards. PPT operates 2 theatrical spaces — the historic Meroney Theater and the Norvell Theater, one of the only exclusively youth theaters in the state. PPT operates Eastern Costume Company, a full service theater costume provider located in Salisbury and has facilities suitable for hosting events such as conferences, wedding receptions, and business meetings.

Primary Responsibilities:

* Day-to-day financial management of PPT, including all aspects of financial activity related to the operations of PPT. Works closely with the Managing Director on the creation of an annual budget and to support frequent and transparent financial reporting for the Managing Director and the PPT Board of Governors.
* Coordinate marketing activities for PPT, including publicity for productions and other PPT activities.
* Coordinate preparation and submission of grant applications
* Coordinate donor and member relations
* Coordinate annual Night on the Stage Fundraiser.

Qualifications:

* A four-year degree or equivalent work experience.
* At least 3 years of experience working with a non-profit.
* Grant writing experience.
* Proficient in Word, Quickbooks, Excel, Canva, Constant Contact, and social media applications (Facebook, Instagram, Twitter, etc.)
* Demonstrated ability to think strategically
* Strong verbal and written communications skills
* Ability to navigate interpersonal and group dynamics and support a positive work environment.
* Strong commitment to diversity and inclusion
* Experience engaging with external stakeholders such as guest directors, donors, community leaders, volunteers and patrons

Position details:

* Employee type: full time.
* Position start date: August 2021
* Salary: $30,000-$35,000
* Submit resume to [jobs@piedmontplayers.com](mailto:jobs@piedmontplayers.com)
* Deadline July 9, 2021