

**Liberty Theater BUSINESS MANAGER
Job Description with Terms of Employment
DRAFT 3/30/2026 Executive Committee**

Position Title: Business Manager (Liberty Theater Business Manager)

Purpose of Position: to manage the Liberty Theater's business operations in cooperation with the Theater Manager to fulfill our mission to provide movies, live shows, and other events to residents of Columbia County and the Touchet Valley Arts Council (TVAC) service area.

OPTIONS: If more hours are wanted, the Business Manager may also be trained and scheduled to provide program functions for showing movies and producing live events (Theater Assistant type functions), or additional Technological Admin duties.

Reports to: The Business Manager works under the direction and supervision of the TVAC Board President.

The Business Manager will also accept direction from the Treasurer for procedures related to money, finances or payroll, although the Treasurer is otherwise not the Business Manager's Supervisor.

Work Time and Schedule: The Business Manager is expected to be working in the theater as needed to timely carry out our weekly routine business, and other tasks as necessary;

OPTION: Theater Assistant type functions: present and working for assigned or scheduled program functions as necessary, for example box office hours, movies or shows, which would require some evening and weekend availability.

- Box Office Hours are Tuesdays and Fridays from 2 pm to 5 pm.
- Films and live events are commonly shown Tuesday, Friday and Saturday evenings, and Saturday and Sunday afternoons; and sometimes at other times or days.
- The theater is usually closed on Mondays, and on Thanksgiving Day, Christmas Day and New Year's Day, but may be open on other non-Monday holidays.
- The Business Manager's work schedule will otherwise be flexible and will be decided at the Business Manager's discretion.
- The Business Manager is responsible to arrange appropriate coverage for weekly and other business tasks as needed when they will be absent.
- Communication is important, and this is a management position, so the Business Manager will be expected to respond to theater business phonecalls, text messages, and email in a timely manner.
- Necessary worked time, including phone and other communications, should be reported on the payroll timesheet, even if worked off-site.

Pay and Benefits: Hourly wage, typically starting \$20.00-28.00/hr, commensurate with experience and abilities. The starting hourly wage will be specified in the Employment Agreement. Payroll will be paid monthly, usually within 4 days after the end of each calendar month.

- This position may be negotiated between 0.25 and 0.5 FTE (Full Time Equivalent, i.e. 40 hr/wk) by mutual agreement between TVAC and the Business Manager to accommodate preferences and the division of duties with other employees. Business Manager may work fewer hours if tasks are all completed.
- FLSA Status: Hourly, At-Will, Non-Exempt Employee

- The Business Manager will be paid for all the hours worked and properly reported on the timesheet, not strictly limited to xx/week. Time-and-a-half will be paid for hours that exceed 40 within one TVAC work-week. The TVAC employment work week starts at 00:01 Friday morning and runs from Friday through Thursday; this is the time frame for counting weekly hours for overtime.
- Paid Sick Leave (PSL) is provided per state law (Labor & Industries), and is paid directly by the employer with no employee payroll deduction, and may be used according to TVAC personnel procedure and Washington State rules.
- PFML (Paid Family Medical Leave) (Washington calls it “Paid Leave”) may be taken and paid under the Washington State rules for that program. PFML has a payroll deduction and is managed and paid through the Employment Security Department.
- Long Term Care (LTC) insurance, a mandatory payroll deduction for Washington “WA CARES”, is managed and paid through the Employment Security Department.
- (applies only if 0.8 FTE or greater) Paid vacation/PTO (Paid Time Off): There will be PTO credit given by TVAC for two weeks paid vacation per year per FTE, rounded to the nearest hour. (For 0.8 FTE this is 64 hours per year). PTO will be credited at 7 hr/month/FTE (for example 5 hr/mo for 0.8 FTE), but not vested until after 6 months of employment.
 - No more than 90 hours PTO credit can be carried at any time; there will be no further accrual of PTO hours unless the balance is below 90.
 - TVAC encourages the Business Manager to take personal and vacation time. PTO may be taken in whole hour increments, up to 8 hr/day per FTE.
 - PTO may also be used for illness or medical reasons, in increments of 1 hour, and noted on the timesheet.
 - PTO cannot be cashed out at any time, or used at the end of employment.

The Employee Handbook and the Personnel Policy are hereby included, for more details and procedures about many matters, including the timesheet; using Paid Sick Leave (PSL), Paid Family Medical Leave (PFML), WA CARES, and also some operating procedures.

Travel and expenses: Travel for employment purposes will be reimbursed at the current government rate. All paid travel should be pre-approved by the Supervisor. A volunteer should be used when possible for travel, for example delivering or picking up in Walla Walla. Necessary business-related expenses will be reimbursed but are subject to prior approval. Reimbursement will be made after sufficient documentation is submitted to the Treasurer.

OPTION: TVAC will pay for training time and reimburse the fees for obtaining and maintaining Food Handler Card, and MAST alcohol serving license.

Physical Capacities required for the position:

- Ability to stand, stoop, reach and bend; and to grasp and manipulate objects
- Ability to climb stairs repeatedly
- Ability to lift and carry objects up to 20 lbs. frequently.
 - THEATER ASSISTANT OPTION: and 60 lbs. occasionally
- Adequate (corrected) vision and hearing and fine motor control, for job tasks
- Personal health and safety to work alone for hours much of the time

Desired Qualifications:

- Experience operating or managing a small business.
- Ability to establish and maintain effective working relationships with individuals, vendors, customers, and community partners
- Familiarity with business laws and employment laws and practices
- Familiarity with bookkeeping and finance concepts, and with budgeting
- Strong written & oral communication skills; organizational and problem-solving skills
- Ability to read and write English fluently
- Ability to manage time effectively to complete tasks; to work well independently, and cooperatively in team settings; and to delegate tasks when appropriate.
- Skills working with computers and productivity applications (such as Microsoft Office Suite, web design, desktop publishing, Excel, QuickBooks, online ticketing, point of sale software), and social media, and willingness to learn more in this area. TVAC will provide training for our procedures.
- Understanding of and ability to exercise discretion and judgment
- Ability and interest in innovation, in learning new information, skills and procedures
- A clear background check with Washington State Patrol is required. If the background includes prior records, the TVAC Executive Committee may determine if an exception may be made.
 - THEATER ASSISTANT OPTION:
 - Familiarity with and active interest in movies, cinema, and live productions
 - Reliability to always show up on time for scheduled work or make arrangements per policy

Duties and Responsibilities (including but not limited to): (some or all of the following as trained and delegated)**(100%) BUSINESS (bookkeeping, accounts payable, contracts, business licenses, HR/personnel/compliance, payroll)**

- Be responsible for the Sales sheet weekly tab and deposit ticket.
- Manage unusual or special deposits.
- Write, review, and/or manage all business agreements & contracts.
- Pay routine bills (mail, email, online, autopay etc).
- Write payable invoices.
- Review receivable invoices and verify for payment.
- Oversee TVAC use of credit card payments.
- Bookkeeping entries;
- Basic financial reports and other reports in cooperation with Treasurer.
- Manage time effectively and anticipate time that will be required for completion of tasks and Project timelines.
- Work well independently, and cooperatively in team settings, and delegate tasks when appropriate.
- Manage TVAC SQUARE account and setup, and iPad setup, in cooperation with the Theater Manager.
- Inventory and ordering of supplies in cooperation with the Theater Manager.
- Coordinate with Board objectives.
- Help manage Program and Admin budgets in cooperation with the Theater Manager.
- Assist the Theater Manager with hiring and onboarding/orientation/ HR.
- Maintain and update the employee handbook and legally required posters, in cooperation with the Theater Manager.
- Contribute to personnel policy updates as necessary, in cooperation with the Theater Manager and Executive Committee. (HR function)

- Assist with marketing (eg OSA , playbill ads.)
- Vendor management (payees, addresses, terms, etc).
- Serve as the ADMIN of the various TVAC/Liberty Theater online accounts. For example: Arts People, Neon, Square, PayPal, Dropbox, Fiber internet, Pair.com (website provider), telephone, film studios, Clark Film Buying. (Treasurer has a list)
- Serve as Admin for TVAC computers and WiFi network etc., in coordination with the Tech Committee.
- Ensure that movie studios and other movie related expenses are paid timely, in coordination with Treasurer.
- Manage business operations of theater and annex, ensuring they are functioning effectively
- Inventory Management - to track, Order and maintain adequate supplies, in cooperation with the Theater Manager. Coordinate invoices, bills and payments. Be aware of relevant budget lines in coordination with Finance committee.
- Carry out established relevant policies and procedures, and contribute to updating them when necessary.
- Work with the Treasurer and others to maintain up-to-date business and financial records; prepare deposits and pay bills, etc. (check this line for redundancy)
- Help manage documents and filing systems efficiently, and comply with TVAC Document Retention Policy.
- Pick up and manage US mail at least twice a week (i.e. re contracts, bills and payments), in cooperation with the Theater Manager.
- Attend and participate in meetings of the Board, and other committees when requested.
- Other duties as assigned by the Executive Committee or the Supervisor (President).

Not included in duties of Business Manager position:

These tasks are not part of the paid Business Manager's duties. They may be necessary for theater operations or productions, but should be done by volunteers.

The Business Manager may choose to be involved with some of the following tasks as a volunteer; provided it does not interfere with Business Manager's duties. This must have the Supervisor's specific agreement, and it is clearly understood that these are volunteer work that **is not part of the Business Manager's job description**, and not on the Business Manager's paid timesheet.

- Playing music for live events.
- Performing in acting roles in a play or live event.
- Taking a Director role, or other major support role, in a play or live event.
- Extensive involvement with lighting, audio, or other technical aspects during a production or event.
- Serving as a Lobby Volunteer.

Evaluations: The first evaluation occurs at about 90 days. After the first 90 day evaluation, evaluations will be given by the Executive Committee at about six (6) months, one year, and annually thereafter.

Evaluations will be based on:

- Treating all patrons, volunteers, and employees, and anyone doing business with the theater, positively and cooperatively, with respect and without discrimination
- The performance of the duties per this job description
- Overseeing TVAC compliance with licensing, employment and safety regulations, and other laws

- Handling and documenting money accurately, and reporting revenues and expenditures to the Treasurer, following Finance Policy and procedures
- Arranging for or asking for help as needed for all the above
- Managing time effectively for completion of tasks and Project timelines.
- Cost-effectiveness and awareness of the budget for expenses within Business Manager’s control
- Punctuality, timeliness, and reliability
- Availability and responsiveness to theater business communications.
- Compliance with and implementation of the Job Description, Terms of Employment and TVAC policies
- Effective coordination and cooperation with the Theater Manager
- Effective coordination and cooperation with the Treasurer

OPTIONAL MODULES: If the business manager would like more paid hours, additional duties can be added, for example: (Please circle “Included” or “not included”)

Included Not included Projectionist/Theater Assistant Duties (see Theater Assistant Job Description)

Included Not included Technology Admin (Projector, audio, PA system, Stage lighting systems)

I have read this document, and agree to its terms if I am hired.

Signed: _____ Date: _____