

Business Manager

Full time salaried; exempt

Reports to: Executive/Artistic Director

About Fort Wayne Civic Theatre

Fort Wayne Civic Theatre is the premiere theatre in Northeast Indiana. We touch the lives of over 25,000 individuals annually through live theatrical productions, educational initiatives, and community outreach. With a recent change in leadership, we are embracing a season of change and planning to expand our programming to include more productions in various venues, more community conversations, and a strong focus on artistic excellence.

Job Summary

The Business Manager's primary functions include payroll, accounting, human resources, administration, and management level support to the Executive/Artistic Director in all areas of business operations.

Organizational Relationships

- Reports to the Executive/Artistic Director
- Works in collaboration with the Director of Development
- Works in collaboration with the Director of Marketing
- Directly interacts with all employees as the representative for Administration/Human Resource Management

Essential Duties & Responsibilities

- Weekly payroll processing and journal entries
- Accounts payable oversight
- General Ledger accounting
- Monthly bank reconciliation
- Accounts receivable & invoicing
- Budget management
- Federal, State and Local tax management
- Weekly, monthly, quarterly and annual reports
- Employee Benefit administration with oversight from Executive/Artistic Director
- Create and implement policies and procedures in collaboration with Executive/Artistic Director when necessary
- Maintain and update all accounting and payroll applications
- Workers Compensation management including renewal, processes and claims
- Weekly royalty and necessary union reporting
- Provides monthly financial projections
- Preparing financial reports necessary for grants
- Administration of business insurance policies
- Management of annual financial audit
- Supervision of company-wide adherence to GAAP

- Supervision of company-wide adherence to Internal Financial Controls
- Coaches, develops skills, and curates staff members' development and employment experience
- Consults and assists with the development of Succession Planning for all staff positions
- Coordinates with Executive/Artistic Director regarding employee relations, grievance resolution, discipline, and termination
- Promotes a strong code of ethics and integrity within the company's operations
- Promotes and consistently advocates for compliance with all labor laws and employee rights, as outlined in the Fort Wayne Civic Theatre Employee Handbook.
- Organizes and schedules on-going employee education such as
 - o Sensitivity training
i.e. appropriate language surrounding disabilities, race, religion, orientation etc.
 - o Sexual Harassment training
- Helps the organization reach its financial goals, mission statement and destination statement through the development of and retention rate of its employees
- Identifies and advocates for employee work/life balance
- Works toward a consistently fair and attractive compensation structure for the various department directors, managers, support staff, production staff and artisan staff
- Maintains a positive company culture and high morale among employees by being involved in staffing decisions, discipline, and recognition

Methods of Accountability

Methods of Accountability will be based on Standards of Performance along with:

- Employee feedback
- Analysis of business goals
- Accuracy and timeliness of all accounting functions

Minimum Qualifications

- Bachelor's degree in Accounting, Human Resources, or related field or a combination of education and work experience that yields the required skills, knowledge and abilities
- Strong preference for those with experience working in nonprofit accounting and most specifically to those with a background in the performing arts
- Able to handle confidential company and employee information with the integrity
- Exceptional communication, conflict resolution, objective thinking, and interpersonal skills
- Knowledge of non-profit generally accepted accounting principles
- Expert level knowledge of computerized accounting systems and Microsoft Office 365
- Analytical and problem-solving skills
- Self-motivation and the ability to meet deadlines and multi-task in a fast-paced environment
- Professional etiquette and work ethic
- Superior organizational and time management skills
- Data management skills and abilities
- Effective leadership and communication skills
- Must be able to work well in teams as well as independently

- Superior attention to detail is critical
- Have an interest in theatre and a career in non-profit work

Standards of Performance

Standards of performance are based on the minimum qualifications and the mission, vision, and goals of Fort Wayne Civic Theatre

Physical / Mental Demands & Working Conditions

- General office and theatre environment
- Some occasional nights and weekends may be required due to the nature of the business
- Some lifting will be required

Compensation/Start Date

\$50,000-\$55,000 (BOE)

Full-time employee benefits package including health benefits, paid time off, paid holidays, and retirement funds.

Desired start date: October 2026

To Apply

Send cover letter and resume to Chelsea Anderson at canderson@fwcivic.org with the subject line "Business Manager Submission."

To learn more about Fort Wayne Civic Theatre, visit www.fwcivic.org.

Application deadline: September 14, 2026

Fort Wayne Civic Theatre is committed to providing equal employment opportunities to all employees and applicants for employment. Accordingly, Fort Wayne Civic Theatre provides employment opportunities without regard to race, color, religion, creed, ethnicity, sex, pregnancy, national origin or ancestry, age, physical or mental disability, citizenship status, marital status, sexual orientation, gender identity, family responsibilities, genetic status or information, military or veteran status or status in any status protected by federal, state, or local law.

This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Fort Wayne Civic Theatre will not tolerate unlawful discrimination, harassment, or retaliation under any circumstances.

We are eager to cultivate a broad and inclusive field of applicants. Fort Wayne Civic Theatre is committed to building a diverse community of staff, volunteers, and apprentices. Individuals from underrepresented groups are encouraged to apply.