



BALTIMORE ROCK OPERA SOCIETY

Management Associate Responsibilities Outline

Department: Finance/Management

Title: Management Associate

Approximate hours/week: 5-7

Pay: \$5,040 annually, paid monthly (\$420/month)

Overview

The Baltimore Rock Opera Society's **Management Associate** is primarily responsible for assisting in the execution of all strategies, methods, and processes relating to the Administration side of the company, particularly when the Managing Director is not available to execute in-person. The Management Associate will assist the Managing Director in building out the Finance/Administrative Department by overseeing the acquisition of resources (talent, money, suppliers, and venues).

This position needs a responsible and easygoing person who is comfortable keeping the company's finances on track. This person can manage their own weekly hours and the schedule is extremely flexible to accommodate a gig or freelance worker who has other daily obligations.

The ideal candidate is an arts lover who enjoys working in a team environment and can capably support the BROS community artistic experience with great office-side & finance skills. Recommended experience in administration, office management, finance software, xcel or google sheets.

Specific Duties Under the Supervision of the Managing Director

- Tracks expenses, invoices, deposits, reimbursements, and reconcile them in Xero Accounting Software
- Oversees the organization of the BROS HQ office, including picking up mail, printing checks, organizing the filing cabinet
- Prepares necessary documentation and files to renew non-profit registration documents
- Prepares necessary documentation and files for tax purposes (990, Form 1, 1099s)
- Assists with operations of BROS HQ commercial space as deemed necessary by

Executive Director

- Represent status of BROS' finances at staff meetings when Managing Director is unable to attend
- Assists in providing administrative/financial documents as needed by BROS, Executive Director, and Board upon request
- Assists with Front-of-House management during productions
- Builds, coordinates, and maintains a continuous dialogue between BROS' Leadership (Administration, Production and Artistic Council) and Members about the practical and artistic viability of the organization's vision and its adherence to the BROS mission.

Agreement

In observance that the Dragon King has ordained my fate as a leader in this company, I, _____, confirm that I have read and understood the above description of my responsibilities and will give the full force of my effort in completing all duties.

Executive Director

Date

Associate

Date