



425 Lafayette Street
New York, NY 10003

Programming Budgets Associate

The Public Theater is seeking a full-time Programming Budgets Associate to join the General Management Department. This position will assist in the development, implementation, reconciliation and reporting of all artistic programming budgets. Under the direction of the General Management Business Manager and as part of the General Management department, the Programming Budgets Associate will support the GM Business Manager and interface with all relevant departments to capture the financial impact of the Public's wide breadth of programming which includes a downtown season of productions, Shakespeare in the Park, Mobile Unit tours, the Under the Radar Festival, Public Works, the Public Shakespeare Initiative, galas, one-off events, readings and developments, and other annual programs.

Starting salary \$55,000 commensurate with experience, plus health benefits and paid time off. This is a full-time non-exempt position, according to the Fair Labor Standards Act and available immediately.

Key Responsibilities:

- Provide support to the GM Business Manager in the creation of program and show budgets according to information provided by Producers, Production, General Management, Marketing and Development departments, for the purposes of decision making, analysis and tracking
- Assist GM Business Manager with the multi-stage budget reconciliation process; collaborate with Production, Company Management, Finance, and other departments to ensure accurate reporting and accounting
 - Run expense reports for projects utilizing the financial programs, Financial Edge and Concur
 - Compile final account accrual and adjustment notes on a project-by-project basis
 - Report budget vs. actual reports on a project and seasonal basis providing detailed insight on variances
 - Work closely with the Finance department to ensure that the program budgets are accurately reflected in the greater institutional budget
- Build, update, and maintain budget templates for various programming models
- Create budget analysis documents and communicate number variances into written explanations
- Provide support to the GM Business Manager on administrative and budgeting tasks as needed
- Perform additional duties as assigned

Required Competencies*:

- Cultural Competency: An understanding of Anti-Racism and Anti-Oppression principles and practices, and the ability to interact effectively with people of different cultures and socio-economic backgrounds.*
- Attention To Detail: The ability to work systematically to achieve accuracy.* The budgetary work inherent in this role really requires double and triple checking work.
- Budgeting and Mathematical Skills*: Demonstrated budgeting experience, ability to manipulate numbers on complex spreadsheets, and utilize "If Statements" and formulas. Knowledge of financial strategies, systems, and processes.
- Project Management: Ability to work independently, multitask, balance competing project deadlines, quick-changing information and priorities.

- Relationship Management* And Team Mentality: Capability to build and sustain meaningful relationships with all departments, as much of this role requires interaction and teamwork with many departments across The Public Theater. Understanding of being part of a greater team and working towards a common goal.
- IT Literacy*: Microsoft Office Suite experience, particularly a working knowledge of Excel and accounting software like Financial Edge and Concur
- General theater industry knowledge a plus

Job Expectations and Nature of Role:

- Enthusiasm for Excel* is a plus. A large part of this job will be working in spreadsheets, so it is important that this is taken into consideration.
- Ability to hold sensitive information and understand the complex balance of discretion and transparency when dealing with financial information.
- This position will currently be working remotely from home, until further notice. Current anticipated return to in-office work is January 2022. Any requirement for this position to work onsite will be given with ample notice for relocation.

COVID-19 and Vaccination Policy:

- As a condition of employment, The Public will require all who report to work on site (either at The Public Theater or any other workspace or performing location) to receive the COVID-19 vaccine.

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

Please submit cover letter and resume to jobs@publictheater.org.

*Denotes language influenced, inspired and/or used with approval from Baltimore Center Stage.