

Job Title: Business Manager
Organization: Rapid City Arts Council
Location: Dahl Arts Center, Rapid City, SD
Type of Position: Nonexempt, Full-Time
Schedule: Up to 30 hours, Monday-Friday, between 9am-5pm (flexible during business hours for the right candidate).
Date Posted: 3/23/2024
Apply By: Encouraged to apply by 4/5/2024; Open until filled.

Want a career that improves your community? Do you love the arts? With 50 years of experience, the Rapid City Arts Council (RCAC) transforms our community through the arts. Our team has managed the Dahl Arts Center since 1974. As a nonprofit organization, we staff a small and highly talented organization where each employee has an opportunity to show leadership at work and in our sector. Learn more: www.rapidcityartscouncil.org & www.thedahl.org.

As the Business Manager at RCAC, your role is at the heart of our mission. You collaborate closely with every team member to advance our mission with greater effectiveness and impact. This position entails providing comprehensive support to both administrative and artistic staff, including office assistance, human resource management, grant tracking, accounts payable, and more. Your efforts are essential to upholding the integrity of our operations and resources, enabling us to expand access to the arts for all. This role reports to the Executive Director.

What you will do:

Office management and administrative support:

- Handle communications with donors, vendors, and other stakeholders.
- Communicate important organization-wide information to staff and key contacts.
- Coordinate staff meetings and other events; maintain the staff calendar.
- Create and manage the office budget.
- Monitor and replenish office supplies and equipment.
- Coordinate services such as payroll and staff training.
- Maintain filing systems and handle administrative correspondences.
- Coordinate equipment and IT/software contracts.
- Ensure cleanliness and organization of shared spaces.
- Organize maintenance of office areas and equipment.
- Run errands 2-3 times per week, including picking up supplies or documents or other miscellaneous tasks to support office operations.

People-centered support:

- Develop hiring processes and systems.
- Assist directors with hiring and terminating employees and independent contractors.
- Handle employment paperwork.
- Facilitate staff training and onboarding.

- Maintain employee records, including leave.
- Manage employee benefits and payroll information.
- Ensure team compliance with employee handbook policies.
- Assist in developing and implementing new employee policies and procedures.
- Ensure employees have the proper technology and systems, know how to use them, and comply with security protocols.
- Counsel employees in a positive and supportive manner.
- Report employment issues, office progress and suggests solutions and improvements.
- Assist the Executive Director in implementing the policies and procedures as stated in the employee handbook and correcting any concerns.
- Serve as a key source of support for our highly productive and dynamic team.

Day-to-day financial maintenance:

- Handle accounts payable and receivable for all departments.
- Use QuickBooks for invoicing and financial tracking.
- Coordinate with CPA and bookkeeper, providing time-sensitive information.
- Assist in reviewing contract labor, lease and rental agreements for issues.
- Manage the budget for the Dahl facilities and processes city reimbursements.
- Prepare bank deposits and reconciles sales information.
- Maintain financial records and grant information.
- Verify organizational compliance with grant agreements and other fiscal policies.
- Protect and maintain highly confidential employee and organizational information.

The ideal candidate for this position will have:

- Proven experience in office management or a similar position.
- Degree in business administration is a bonus.
- Proficiency in QuickBooks.
- Strong organizational and communication skills.
- Ability to use a variety of technologies and systems related to office operations and project management.
- Ability to manage multiple projects independently.
- Ability to prioritize tasks and manage time wisely to ensure important deadlines are met.
- Desire to set a good example for others.
- Impeccable ethics and professionalism in handling financial resources and an array of confidential information.
- Demonstrated leadership skills, evidenced by recognizing a need and taking initiative.
- Must be incredibly organized and attuned to the details.
- Attitude is crucial in this role. The ideal candidate will possess a positive attitude, patience, and enthusiasm, particularly in high-performance environments where tasks can become demanding and timelines tight.

Setting: The workplace setting for this role is a normal business office within a public art center. RCAC employees are exposed to all types of art and the occasional presence of art materials and dust from creative processes. Staff are expected to serve people of all ages, abilities, races,

genders, and preferences with respect. There is noise from the art classes and events we host. Children and the general public are regularly present in our facility (but often not in the office area). The nature of the role entails prolonged periods of seated work, primarily involving computer tasks such as keyboarding and screen viewing.

This is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Not sure if you qualify?

We encourage you to apply for a role with RCAC even if you do not meet 100% of the qualifications.

Benefits:

- Flexible schedule.
- Supplemental health insurance (covers what your insurance doesn't).
- Dental coverage.
- 10 company holidays per year.
- Additional paid time off.
- Employee/immediate family discounts on RCAC classes and events.
- Complimentary tickets to RCAC concerts and events.
- Downtown location with dedicated employee parking.
- Satisfaction of making a positive impact in the community through the arts.
- Did we mention the arts?

Compensation:

\$20-\$22/hour based on experience.

Work Location:

Dahl Arts Center, 713 7th St, Downtown Rapid City.

Schedule:

Up to 30 hours, Monday-Friday, between 9am-5pm (flexible during business hours for the right candidate).

Background Check:

Yes, conducted after a conditional job offer. RCAC is a Fair Chance Employer.

How to Apply:

[Apply via Indeed](#) or email to admin@thedahl.org with the subject "Business Manager – Your Name". Include a brief cover letter, resume, and three professional references.

Please no walk-ins or phone calls.

Equal Opportunity:

Rapid City Arts Council is an equal opportunity employer, providing a professional and positive work environment for all employees.