



**POSITION OPENING:**

October 2022

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## **BUSINESS MANAGER**

### **Organization**

GRAMMY® award-winning ensemble Apollo's Fire is one of the world's leading period-instrument baroque orchestras and is based in Cleveland, Ohio. Currently in its 30th season, the ensemble is led by its founding Artistic Director, Jeannette Sorrell (AD).

Apollo's Fire (AF) is one of the few American ensembles that maintains:

- a significant subscription series at home (28-32 subscription performances of 6-8 programs in multiple venues);
- an active touring schedule, averaging 10-16 national and international engagements per year;
- a significant CD recording and video presence (over 11 million views for YouTube videos, and 29 commercial recordings with 10 Billboard Classical best-sellers and 1 Grammy win);
- an extensive outreach/educational program, including 14-20 events and workshops per year in Northeast Ohio; and as of 2020, a new Worldwide Watch-at-Home series with a growing national/international audience; and a major educational partnership in Chicago;
- a thriving diversity initiative, known as the MOSAIC Project, which nurtures talented young musicians of color at multiple touch-points throughout their development.

Apollo's Fire has performed at such venues as Carnegie Hall, the BBC Proms (London), the Royal Theatre of Madrid, the Tanglewood, Ravinia, and Aspen Music Festivals, the Boston Early Music Festival series, the Library of Congress, the Metropolitan Museum of Art (NYC), and many others. In addition, AF launched a new satellite series in Chicago in 2021, along with a major school partnership ("SIDE BY SIDE") in a South Chicago suburb.

Apollo's Fire is also a leader in innovative outreach, having launched its Community Access Initiative in 2017. The CAI breaks down financial and geographic barriers to attendance, and brought in over 5000 new attendees in two years. The second phase of the CAI, known as the MOSAIC Project, was launched in the 2019-20 season and seeks to nurture young musicians of color through school partnerships, college internships, and artist fellowships.

Apollo's Fire has an annual budget of approximately \$2.75 million and a staff of 5 full-time and 7 part-time employees. The office suite is located in the historic Rockefeller Building in Cleveland Heights.

### **Job Description**

#### **Summary:**

The Business Manager reports to the General Manager and works closely with the management team and outside contracted CPA firm in a collaborative manner to advance and support the mission of Apollo's Fire. He/she is responsible for financial reporting, processing accounts payable and receivable, reconciling bank statements, coordinating the annual budgeting process, managing employee benefits, and providing administrative assistance to the General Manager and Director of Development.

This is a 3/4 to full-time position (negotiable). We seek someone with non-profit experience who will enjoy communicating and collaborating with a staff of arts management professionals.

*A detailed job description follows.*

#### **Financial:**

- Process all receipts and disbursements;
- Maintain all financial records and documentation;
- Reconcile bank and investment accounts;
- Produce monthly financial statements, cash-flow reports, budget-vs.-actual reports, and other reports as needed;
- Prepare materials for annual audit and 990 tax return preparation by an outside CPA firm;
- Coordinate annual budgeting process in collaboration with the General Manager. Prepare and monitor organizational and departmental budgets throughout the fiscal year;
- Provide the Director of Development with financial information as needed for grant applications and reporting;
- Work collaboratively with the Development staff to ensure accurate accounting for all contributions;
- Work collaboratively with the Operations Department to ensure timely payment of concert and tour-related expenses, and to track the receipt of touring fees;
- Ensure organization is in compliance with all accounting requirements.

#### **Business/Office Administration:**

- Negotiate and maintain service contracts with vendors, including office equipment, employee benefits, insurance, and utilities;
- Maintain and update all administrative and official organization documents;
- Work with box office staff to develop and maintain inventory control processes;
- Assist the Board of Directors and other staff as requested;
- Produce donor acknowledgement letters; maintain donor database;
- General Support as needed for the Director of Development;
- Occasional evenings and weekends required.

**Compensation:** This position is ¾ or full time, negotiable. Salary of \$45-50k, commensurate with experience. Benefits include health insurance, optional dental plan paid by employee, optional

403B retirement plan, and paid vacation. Apollo's Fire also contributes to a Medical Savings Account for each employee.

**Qualifications & Personal Characteristics:**

- Bachelor's degree in Accounting or Finance;
- Knowledge of business practices and not-for-profit accounting;
- Three to five years' professional experience; not-for-profit experience is desirable;
- Experience with Quickbooks; comfortable with Microsoft Office Suite and databases;
- Strong communication skills (both verbal and written), a collaborative style and the ability to communicate effectively at all levels;
- Self-initiating and ability to work as part of a team;
- Ability to organize and prioritize multiple assignments and activities;
- A love of the performing arts and some familiarity with the operations of an arts organization;
- Demonstrated leadership skills, highest ethical standards and attention to detail.

Apollo's Fire is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment, an equitable organization, and a diverse music community.

**To apply**

Email resumé to: [search@apollosfire.org](mailto:search@apollosfire.org)

**Deadline**

Open until filled

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