



Buffalo Opera Unlimited Part-Time Business Manager

The Company

BOU produces opera and other musical genres, engaging artists exclusively from Western New York. Productions include classic operatic repertoire, contemporary works, world premieres, and family-friendly programming.

Responsibilities

Financial

- Receive all revenue
- Pay all bills
- Maintain Quick Books
- Submit materials for annual CPA Financial Review
- Prepare budgets (with artistic director)

Records

- Maintain donor list
- Update centralized mailing list with changes in donor contact information

Official annual filings

- IRS 990
- CHAR 500 (NYS Charities Registration)
- IRS 1099 – for all artists/production team members paid at least \$600/year

General Operations

- Obtain insurance

Time Commitment

An average of 10 hours per week; most can be worked remotely. For the right candidate, there is the possibility that this position can eventually grow to half-time with additional managerial responsibilities.

Compensation

\$12,000 - \$16,000/year, depending on experience

Qualifications and Characteristics

- A minimum of five years' bookkeeping or accounting experience – experience with a nonprofit a plus
- Demonstrated experience with Quick Books and Microsoft Office
- Familiarity with database or spreadsheet management
- Strong communication and problem-solving skills
- Ability to work independently
- Knowledge of opera or music a plus, but not required

Application

- Letter of interest
- Résumé
- Three relevant references

Buffalo Opera Unlimited is an equal-opportunity employer and has a 39-year history of creating a diverse and inclusive environment. BOU has a tradition of diversity in casting and of presenting the work of African American composers. We believe that our team must reflect the diversity of our audience and our community. In this spirit, BOU encourages applications from candidates of color.

E-mail application materials to: office@buffaloperaunlimited.org

Applications accepted until position is filled.