The Arkansas Repertory Theatre seeks a Director of Finance & Administration to join its senior leadership team in creating the next chapter for professional theatre in Central Arkansas. As part of a revised organizational structure, the Director will oversee a team of professionals including:

- A full-time Company Manager, focused on contracts, guest artist & union relations, and general management support
- A full-time Venue Manager, focused on front-of-house performance management, bar/concessions, accessibility & safety, facilities, venue rentals, and group sales
- A full-time Facilities Manager/Assistant Technical Director (shared with the Production department)
- A contracted IT manager
- A contracted tax accountant/auditor

Working with this team and the Executive Artistic Director, the Director will be responsible for all financial aspects of The Rep’s operation, including banking, payments processing, accounts payable, bookkeeping & reporting, budget monitoring, & taxes. They will also manage payroll, staff human resources & benefits, insurance, and office operations; liaising with multiple external vendors.

The successful candidate will have 5+ years of experience in accounting or small business administration, with an evident aptitude for and interest in both. They will be fully proficient in QuickBooks, and preferably possess experience with nonprofit finances. They will have a love for the performing arts, and an appreciation for their importance in our shared community culture. They will have a sense of humor, an unwavering attention to detail, and the ability to coach and problem solve with myriad personalities and working styles.

The Rep is an equal opportunity employer and seeks to recruit and retain a diverse workforce of artists, technicians, and administrators; particularly one that reflects its community in Central Arkansas. Applicants from populations historically underrepresented in the theatre field are strongly encouraged to apply.

About the Arkansas Repertory Theatre:

A fundamental anchor for the quality of life in Central Arkansas, The Rep creates vibrant and engaging theatrical experiences that are accessible for everyone in our community. With our work, The Rep seeks to make lives more full, more interesting, and more joyful. The Rep’s core programming is a year-long season of 5-6 productions, freshly created for our audiences in an intimate, 377-seat theatre in downtown Little Rock. We tell stories that provide entertainment and escape, that help us process the world around us, and that foster a sense of mutual understanding. Unlike most of an ever-present electronic media, the live experiences of The Rep are distinctly theatrical- immersive and shared by the community in a public space outside of individual homes. As the state’s most established professional theatre since its founding in 1976, we maintain the highest artistic standards, featuring award-winning artists, both local and from across the country, particularly celebrating artists and works with connections to our community.

The Rep’s most recent accomplishments were born of significant challenges. Recognizing incremental changes weren’t producing long-term sustainability, The Rep’s Board of Directors suspended productions in April 2018. The organization's turnaround process, led by a newly hired Executive Artistic Director, was still in its early stages when the COVID-19 pandemic forced the theatre to once again suspend operations. With its skeletal staff and Board concluding a significant strategic planning process, The Rep now looks to rebuild its organization with the aim of returning to full operations in early 2022.