

OPEN WINDOW THEATRE VOLUNTEER BOOKKEEPER DUTIES

Start Date: Jul. 1, 2020

Part-Time: 2-4 hrs/week

Volunteer

Open Window Theatre (OWT), a multigenerational professional theatre in the Twin Cities presenting stories of redemption, is seeking a Volunteer Bookkeeper (VB) to assist the theatre during its seventh season, running from October 2020 – May 2021.

The VB will input financial data and reconcile financial records between our Quickbooks and other financial accounts in addition to filing/organizing and maintaining the financial records of the theatre. The VB will also compile weekly financial reports for the theatre using donation and ticket sales data, as well as assist with other bookkeeping tasks as requested by the Executive Director.

Open Window is scheduled to produce four mainstage plays this season: *Lolek* by Jeremy Stanbary (Oct. 2-25), *A Christmas Carol* adapted by Emily C.A. Snyder (Nov. 27 – Dec. 27), *The Scrutiny Passion* by Jeremy Stanbary (Feb. 19 – Mar. 21), and *Tolkien* by Ron Reed (Apr. 23 – May 23).

Volunteer Bookkeeper Responsibilities

- Input financial data into Quickbooks and reconcile financial records with bank accounts
- Compile weekly financial reports for theatre using donation and ticket sales data from the Vendini sales/donation system, GiveMN, Square, and other donation/sales sources, as well as expense receipts
- Assist with other duties as requested by the Executive-Artistic Director or House Manager

Qualifications

- ***Preferred***
 - Previous non-profit financial management
 - Significant professional bookkeeping/financial experience
- ***Required***
 - Bookkeeping/financial experience, whether professional or otherwise
 - Support for the mission and Core Principles of Open Window Theatre

About Open Window Theatre

Open Window Theatre was founded in May 2011 for the purpose of bringing multigenerational professional theater with a redemptive vision to the Twin Cities.

Seven Core Principles form the foundation of Open Window Theatre – a foundation upon which we intend to build as we develop OWT into one of the premier professional theaters in the Twin Cities:

1. We believe theater should not only entertain, but also educate and inspire with the kind of beauty that will save the world.
2. We believe good art should challenge people to be better versions of themselves.

3. We believe we do not have to be vulgar in order to produce good theater and that some things are better left to the imagination.
4. We believe good art – in exploring the darkness of the human condition – should always possess a redemptive value while respecting the dignity of the human person on and off the stage.
5. We believe religious faith is something to celebrate – not denigrate – through art and we believe in exploring issues of faith and spirituality in a serious and thought-provoking way.
6. We believe in creating an intimate theater-going experience that is memorable, engaging and immersive.
7. We believe in producing top quality theater that is accessible to everyone (yes, EVERYONE) and won't break your budget.

After going on hiatus in 2016 due to the loss of our previous space in Minneapolis, Open Window re-launched in February 2020 with a brand-new 170-seat black box theatre in Inver Grove Heights. We welcome you to join us for our seventh season of bringing professional theatre with a redemptive vision to the Twin Cities.

If you are interested in volunteering, please contact Managing Director Dr. Cole Matson at cmatson@openwindowtheatre.org ASAP so that we can set up a conversation. For more information about Open Window, visit openwindowtheatre.org.