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.

Working closely with the Executive Artistic Director, Board Treasurer, and the entire Rep staff, the Director will be responsible for all financial aspects of The Rep’s operation, including:

- Banking & Account Management
- Bookkeeping
- Reporting & Budget Monitoring
- Accounts Payables/Receivables
- Payroll (with contracted processor)
- Insurance (with contracted broker)
- Taxes & Auditing (with contracted accounting firm)

The successful candidate will have 5+ years of experience in accounting or small business administration, evident aptitude for and interest in both. While they need not be a CPA, they will have an advanced understanding of accounting principles, and will be fully proficient in QuickBooks. 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.

This is a full-time position, with the potential for flexible hours and partially remote work. Salary begins at $55,000, commensurate with experience, with comprehensive insurance coverage and paid time-off.

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.

Please send resume and cover letter to jobs@therep.org.

**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.

Our core programming includes a year-long season of 5-6 productions, freshly created for our audiences in an intimate, 340-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 the 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. Since our founding in 1976, we have maintained the highest artistic standards. Our vibrant history includes award-winning artists — both local and from across the country — with a focus on celebrating artists and works with connections to our community.

Through free student performances, curriculum creation & in-school workshops, classes & camps, and youth-driven productions, The Rep also strives to engage our young community members in the appreciation and creation of theatre, often providing them with their first exposure to the artform.