



Honolulu
Theatre
for Youth

General Manager

Honolulu Theatre for Youth is seeking a **senior administrative manager** who is both a skilled administrator and a passionate advocate for cultural and community engagement. This is a unique opportunity to join an award-winning organization characterized by:

A Collaborative Leadership Model: The General Manager works under the Artistic and Education Directors, and all three work in tandem to ensure that every business decision is rooted in artistic integrity and educational impact.

Global Reach, Local Heart: As Hawaii's only professional nonprofit theatre, your work supports both the artistic and education side of the organization. HTY reaches over 100,000 keiki annually—regardless of their race, economic status, or geographic location.

A "Theatre of Place": You will steward an organization that is rooted in Hawaiian and local cultures. Our work isn't just about entertainment; it's about helping local children "walk in the shoes of others" and discover the infinite possibilities of their world.

The "Right-Fit" Candidate is:

- A skilled professional with nonprofit management experience and strengths in fundraising, budgeting, HR, and/or daily operations.
- A mission-driven leader committed to Hawai'i, its diverse cultures, and its communities.
- An active community member who desires to make a difference in the lives of our keiki.



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SUMMARY

The HTY General Manager is a key member of the Honolulu Theatre for Youth leadership support team, working in close partnership with the Artistic Director, Education Director, and Board of Directors. This role is responsible for overseeing the day-to-day administrative, operational, financial, and human resources functions of the organization to ensure smooth internal operations and organizational stability.

This position is ideal for a highly organized, mission-driven professional who enjoys building systems, supporting people, and keeping a small nonprofit running efficiently. A strong understanding of Hawai'i's cultural context and community values is highly valued. Salary range is \$55,000 - \$65,000, commensurate with experience, and comes with health benefits, 401K retirement savings, vacation, and sick leave. The successful candidate will also have the opportunity for growth and promotion within HTY.

RESPONSIBILITIES

Operations & Administration

- Manage day-to-day administrative operations to ensure smooth functioning of the organization.
- Develop, document, and maintain administrative systems, policies, and procedures.
- Identify and implement process improvements to increase efficiency and sustainability.
- Maintain flexibility in schedule, including occasional evenings or weekends as needed.

Financial Administration

- Track organizational budgets and expenses in coordination with leadership and finance support.
- Assist with payroll processing and coordination with external vendors.
- Support financial reporting, reconciliations, and audit preparation as needed.
- Monitor grant expenses and compliance reporting for awarded grants (no grant writing required).



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Grant Management & Fund Development

- Oversee fundraising and grant administration, compliance, and reporting (no grant writing required).
- Help develop and implement fundraising strategies to diversify revenue streams, including individual giving, sponsorships, and special events.
- Oversee donor database management, ensuring accurate records, acknowledgments, and reporting.

Human Resources Administration

- Coordinate hiring, onboarding, and offboarding processes.
- Maintain employee records and ensure compliance with employment laws.
- Administer benefits and serve as a point of contact for routine HR questions.
- Support employee relations and performance documentation.
- Maintain and update the employee handbook and internal policies.

Board & Governance Support

- Serve as the primary administrative liaison to the Board of Directors.
- Coordinate Board meetings, including scheduling, agendas, materials, and minutes.
- Maintain Board records and governance documentation.

Supervision & Team Support

- Supervise administrative and operations staff, including scheduling, workflow coordination, and performance feedback.
- Foster a positive, collaborative workplace culture aligned with HTY values.

Marketing, Sales & Communications Support

- Coordinate administrative aspects of marketing and communications efforts.
- Manage and supervise, ensuring marketing efforts align with HTY's values and effectively promote organizational visibility, including on social media platforms.
- Support ticketing, booking, and sales administration.
- Maintain calendars, timelines and vendor coordination for marketing activities.



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QUALIFICATIONS

Work Experience

- 3–5 years of experience in leadership, operations, administration, and/or nonprofit management.
- Strong organizational, time-management and problem-solving skills.
- Experience with budgeting, payroll and administrative finance support.
- Working knowledge of human resources administration and employment compliance.
- Excellent written and verbal communication skills.
- Proficiency with databases, spreadsheets and organizational software.
- Collaborative, mission-driven approach with a strong sense of accountability.

Cultural Awareness

- Respect for and understanding of Hawai'i's history, culture, and communities.
- Ability to work effectively with diverse populations.
- Commitment to HTY's mission and to fostering a workplace culture rooted in aloha, mālama, and inclusion.

Work Environment

- Primarily office-based with hybrid flexibility.
- Requires the ability to work evenings, weekends, and occasional travel.
- Some physical demands include attendance at events and active engagement with community partners outside of standard business hours.