

Puppet Showplace Theater seeks Board of Trustees Treasurer

Find your opportunity to make a difference and share your talents as we approach Puppet Showplace Theater's 50th anniversary! Our season includes world-class puppetry, featuring classic favorites, new friends, and plenty of puppet-related programming for all to enjoy: mainstage shows, workshops and classes, the Creative Residency for Black Puppeteers, the development of new works, physical upgrades to our facilities, and so much more.

With a newly completed Strategic Plan and Fundraising Plan, as well as a successful application for \$138K in matching Massachusetts Cultural Council funds for a facilities upgrade, this is an exciting time to join our Board and help bring the theater to a place of greater financial strength, more accessible facilities and programming, and renewed vision for a future of meaningful cultural impact in the lives of children and adults in greater Boston.

We believe there is nothing more rewarding than receiving a handwritten thank you from a first grader who experienced live theater for the very first time at Puppet Showplace. Here's your chance to help ensure our small but mighty Brookline theater continues to inspire fans of all ages for many years to come!

Your skills + The role

We seek enthusiastic candidates with experience as a CPA, in Finance, in Investment banking, and/or with skills from on-the-ground experience. The Treasurer is an executive member of our Board of Trustees who secures the current and future financial health of our Theater. With support from the Theater's directors, accountant and bookkeeper, the Treasurer:

1. Establishes annual goals in line with our recently developed strategic plan, and sets the quarterly agenda as Chair of the Finance Committee
2. Ensures statutory finance filings are completed on time, and serves as point person for the preparation of the year-end audit and financial reporting
3. Ensures the budget process timeline is followed
4. Monitors the operating budget throughout the fiscal year
5. Monitors cash flow
6. Identifies and manages risks
7. Maintains and monitors compliance with the Theater's Financial policies and procedures
8. Ensures software supports efficient practices and transparency in reporting
9. Serves as a point person with our ticketing/donor management system (and other systems as needed) to ensure contractual good standing
10. Prepares the Treasurer report for quarterly Board meetings
11. Responds to and advises on other organizational questions.

We estimate this volunteer position requires approximately 8-10 hours per month, including quarterly Board meetings (in-person, available for remote), Finance committee meetings (remote) and interactions with the Theater's directors. Our onboarding process will ensure you are successful in this role for the benefit of our organization. Our governance structure is guided by a 3-year term for Board members, with Board members requested to follow a financial commitment guided by the "give and/or get" model. We will discuss this in greater detail when we meet.

How to apply

Ready to bring your skills and expertise to New England's home for puppetry arts?

Please send a statement of interest, cover letter, and resume to board@puppetshowplace.org, or send an email to request a phone call, zoom meeting, or coffee conversation.

We will review submissions on a rolling basis with the goal of onboarding a new treasurer in late October or early November.

Learn more about Puppet Showplace: www.puppetshowplace.org

More about our Board: [Blog post about our Board](#)