



TAKE IT ALL IN.

Finance Manager, Top of the Park

ABOUT A2SF

The Ann Arbor Summer Festival (A2SF) champions performing arts, outdoor entertainment, and community spirit. In addition to a nearly four-week festival each June that attracts a diverse audience of over 80,000 people and offers over 200 concerts, art exhibitions, kids activities, spectacle, and film screenings, A2SF presents compelling experiences throughout the year.

ROLE OVERVIEW

A2SF seeks a Finance Manager to oversee on-site sales and donation activity for the 2025 season. This role is ideal for someone who thrives in a fast-paced, collaborative environment and is eager to play a key role in festival operations. This role is responsible for financial tracking, reconciliation, and cash management from beverage and merchandise sales, and nightly donations. This position works daily with a co-Finance Manager to train and supervise hourly cashiers, open/close points-of-sale, supervise artist merchandise sales payouts, troubleshoot point-of-sale issues, prepare nightly financial reconciliation, and make bank deposits.

Pre-season work includes equipment testing, paperwork and point-of-sale system preparation, and mastering details in the Finance Office Handbook. During load-in week, the co-Finance Managers will lead point-of-sale training sessions with new employees.

This role also involves collaborating with the Associate Director and A2SF contract accountant to review variances, provide guidance to hourly staff, and ensure financial processes run smoothly. At the end of the season, the co-Finance Managers will assist with post-event reconciliation, update the Finance Office Handbook, and contribute to a post-season report with recommendations.

THIS JOB IS FOR YOU IF YOU...

- **Have experience managing financial operations** – You enjoy retail, food & beverage service, or live events environments.
- **Thrive at training and supporting teams** – You can ensure employees handling sales transactions feel confident and are capable.
- **Are a problem solver** – You are able to quickly troubleshoot discrepancies and adjust processes in real-time.
- **Have a keen eye for detail** – You ensure that points-of-sale are set up properly, materials are where they need to be, and inventory is tracked efficiently.



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- **Are collaborative and adaptable** – You know how to work within a team and adjust to the ever-changing needs of a fast-paced environment.
- **Are passionate about the impact of the arts in community life** – You understand the value of cultural programming and take pride in connecting communities through shared experiences.

EMPLOYEE RELATIONS

This position reports to the Associate Director, and works closely with Front of House & Personnel Manager, Party Manager, A2SF's contract accountant to ensure nightly reconciliation, accurate financial reporting, and compliance with internal financial controls. This position helps to supervise point-of-sale employees.

REQUIREMENTS

This position requires regular movement throughout event sites, including walking, standing, bending, and lifting. Must be able to safely lift and carry up to 25 pounds. Equipment and Systems include Mac Environment, Google Suite, and Square, PayPal/Venmo.

ESTIMATED HOURS

In-season event hours are approximately 4pm to 1am (dark on Mondays)

- May – June (pre-season): 25 hours
- June 13 – 29 (season): 141 hours
- June 30 (load-out): 6 hours

COMPENSATION

Flat contract fee based on experience, paid in three installments

APPLY

Please send your resume as a single-page PDF to jobs@a2sf.org with the subject line 'Finance Manager Candidate,' along with a brief introduction about your interest and qualifications for this role. No formal cover letter required.

Qualified applicants will be contacted within six business days to schedule a conversation. Position open until filled.

A2SF is committed to fostering a diverse and inclusive workplace and encourages candidates of all backgrounds to apply. *If you have relevant experience in point-of-sale systems, bookkeeping, or financial reconciliation—even outside of event-based operations—we encourage you to apply.*