



WE'RE HIRING

A Business Manager
to join our team at
Jamo Presents & Atomic by Jamo

Salary: Competitive, commensurate with
experience

WHO WE ARE

Jamo Presents is a proudly independent live entertainment company serving St. Louis, MO.

Atomic by Jamo is a multi-room entertainment complex hosting both local and national live music acts between two event spaces: the outdoor Atomic Pavilion, as well as the indoor music venue, known simply as Atomic. Additionally, there is a cocktail bar and restaurant, along with a nightclub area called the Atomic Lounge.

BUSINESS MANAGER

JOB OVERVIEW

The Business Manager will play a crucial role in the successful operation of our company. This individual will be responsible for overseeing the financial and administrative aspects of the business, acting as the HR lead, and managing internal bookkeeping functions. The ideal candidate will have a strong background in business management, human resources, and finance, with a passion for the music, entertainment and hospitality industries.

JOB REQUIREMENTS

- Bachelor's degree in Business Administration, Finance, Human Resources, or a related field (preferred).
- Minimum of 5 years of experience in business management, HR, and/or bookkeeping roles.
- Strong understanding of financial principles, accounting practices, and HR regulations.
- Proficiency in accounting software (e.g., QuickBooks) and Google Suite (Docs, Sheets, Slides).
- Excellent organizational, analytical, and problem-solving skills with the ability to prioritize tasks.
- Attention to detail and accuracy in record-keeping and reporting.
- Outstanding communication and interpersonal abilities.
- Ability to work independently and as part of a team in a fast-paced, dynamic environment.
- Passion for music and the entertainment industry is highly desirable.

JOB RESPONSIBILITIES

Human Resources:

- Develop and implement HR policies and procedures in compliance with legal requirements and company standards.
- Lead recruitment efforts, including job postings, interviewing, hiring, and onboarding of new staff.
- Manage employee relations, addressing concerns, resolving conflicts, and fostering a positive work environment.
- Oversee payroll processing, benefits administration & deductions, and employee records management.
- Maintain payroll records and prepare labor reports for management as needed.
- Coordinate training and development programs to enhance staff skills and performance.

Financial Management:

- Maintain accurate and up-to-date financial records, including accounts payable, accounts receivable, and general ledger entries.
- Reconcile monthly bank statements and ensure accuracy of financial transactions.
- Prepare and analyze financial statements, budgets, and forecasts to support strategic decision-making.
- Monitor cash flow, manage banking relationships, and ensure timely payment of invoices and bills.
- Conduct regular financial audits and implement internal controls to safeguard company assets.
- Assist with year-end tax preparation, planning and compliance, coordinating with external accountants as necessary.

Compliance:

- Assist with negotiating and fulfilling artist performance contracts.
- Manage insurance policies and ensure adequate coverage.
- Obtain and renew permits and licenses required for business operations.
- Respond to inquiries and audits related to insurance, permits, and licenses.

APPLY TODAY Contact careers@jamopresents.com