

JOB DESCRIPTION: Company Manager

Rev. 04/2021

Job Title: Company Manager

Reports to: General Manager

Department: Company Management

FLSA Classification: Full-Time, Exempt

General Statement of Job Function: Serve as the primary point of contact and support to all artists employed by the organization under the direction of the General Manager.

Principle Duties and Responsibilities:

- Supervise all elements of artists' housing including but not limited to locating and assigning appropriate housing for artists and maintaining contact with artists as necessary when housing may be affected.
- Oversee meal service and hospitality during technical periods at the Opera House and the Norma Terris.
- Supervise the hiring, scheduling and day to day activities of the Company Management Assistant(s) and Apprentice(s).
- Oversee attendance to routine and emergency medical needs for artists, including scheduling of travel to/from appointments.
- Timely coordinate with Finance Department concerning all workers' compensation claims, reports of injury, and continuing treatment.
- Provide rehearsal- and performance-related support by overseeing the creation of the Company Management "on call" schedule for rehearsals and performances.
- Coordinating cleaning of housing.
- Work with Facilities Manager and staff to address housing maintenance needs and concerns in a timely manner.
- Manage and coordinate all elements of artist transportation including but not limited to scheduling all arrivals and departures, greeting artists upon arrival, and coordinating weekly shopping trips for artists and resident staff.
- Work with Facilities Manager to coordinate the scheduling and maintenance of company fleet vehicles.

Other Duties & Responsibilities:

- Oversee Welcome Dinner/Receptions, cast parties, and hospitality for arriving companies as needed.
- Coordinate AEA-mandated physical therapy appointments with artists as required.
- Maintain first aid supplies for Stage Management and Company Management at both the Opera House and Terris Theatre as well as for the public spaces of the Opera House and Terris Theatre.
- Track and manage depart budget, including monthly reconciling of credit card charges.

- Provide secondary administrative support to all artistic functions of the organization as is necessary, in coordination with the Artistic Administrator and General Manager.
- Other duties as assigned by the General Manager.

Qualifications and requirements:

- BA in Theatre, Hospitality or similar discipline or 3+ years of company management or hospitality experience preferred.
- Existing knowledge of commercial and/or not-for-profit musical theatre preferred.
- Understanding of the AEA-LORT contracts helpful.
- Experience supervising team work.
- Proficiency with Microsoft Office suite, including word processing, spreadsheets and presentation applications.
- Willingness to make decisions and act within established policies and procedures.
- Strong organization and anticipation skills with a demonstrated ability to plan and manage multiple priorities with strict deadlines.
- Strong interpersonal skills, including the ability to remain calm in stressful situations and to demonstrate resilience in times of shifting priorities.
- Ability to work on nights and weekends required.

The ideal candidate will possess the following qualities, qualifications and/or skills:

- Superb time management and ability to meet deadlines
- Excellent verbal and written communications skills
- Strong organizational skills and ability to multitask
- Problem-solving and decision-making abilities
- Exceptional attention to detail and a proactive attitude
- Ability to treat confidential information with the utmost discretion
- Fondness for setting measurable goals for your own performance and growth
- Sense of humor
- Kindness, confidence and a generous spirit