



JOB DESCRIPTION: Company Manager

Rev. 01/2023

Job Title: Company Manager

Reports to: General Manager

Department: Company Management

FLSA Classification: Full-Time, Exempt

Wage/Compensation Range: \$18-20/hr, with housing (utilities included), insurance, paid time off, and paid holidays provided

Our goal is to be a diverse workforce that is representative, at all job levels, of the community we serve. Goodspeed Musicals is committed to creating an equitable, inclusive, and accessible workplace environment, and is proud to be an Equal Opportunity Employer. Women, non-gender binary/trans individuals, BIPOC (Black, Indigenous, and People of Color), and people with disabilities are **STRONGLY** encouraged to apply.

General Statement of Job Function:

Serve as the primary point of contact and support to all artists and resident staff employed by the organization, as well as provide exemplary care and hospitality to the same for the duration of their time with Goodspeed.

Primary Duties and Responsibilities:

Housing & Hospitality

- Supervise all elements of artist and resident staff housing including but not limited to locating and assigning appropriate housing for artists/staff, preparing housing prior to resident arrival, and maintaining primary contact with artists/staff as necessary when housing may be affected.
- Coordinating cleaning and light maintenance of housing.
- Oversee meal service and hospitality during technical periods at The Goodspeed and The Terris Theatre, working with company management team to provide meals/beverage support for other occasions as needed, and providing appropriate options/respect for specific dietary needs/restrictions as they arise.

Travel & Support

- Manage and coordinate all elements of artist transportation including but not limited to scheduling all arrivals and departures, greeting artists/staff upon arrival,

and coordinating weekly shopping trips for artists, including design teams and resident staff.

- Oversee attendance to routine and emergency medical needs for artists and resident staff, including scheduling of travel to/from appointments.
- Provide rehearsal- and performance-related support by overseeing the creation of the Company Management “on call” schedule for rehearsals and performances.
- Supervise the hiring, scheduling and day to day activities of the Company Management Assistant(s) and Apprentice(s).
- Timely coordination with Finance Department concerning all workers’ compensation claims, reports of injury, and continuing treatment.
- Collaborate with Facilities Manager and staff to address housing maintenance needs and concerns in a timely manner.
- Collaborate with Facilities Manager to coordinate the scheduling and maintenance of company fleet vehicles.

Other Duties & Responsibilities:

- Oversee Welcome Dinner/Receptions, Goodspeed parties, and hospitality for arriving companies or outside groups 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 Goodspeed and Terris Theatre as well as for the public spaces of the The Goodspeed and Terris Theatre.
- Track and manage departmental budget, including monthly reconciling of credit card charges.
- Provide secondary administrative support to all artistic functions of the organization as is necessary.
- Other duties as assigned.

Required Qualifications & Skills:

- Minimum 5 years of company management, theatre management, or hospitality experience.
- Respect for Goodspeed’s mission and drive, including the understanding that the focus of our work is to support the artistic and creative process—and people—at the heart of making musical theatre.
- Honesty and sense of humor.
- Experience supervising team work.
- Proficiency with Microsoft Office and Google Workplace suites, including word processing, spreadsheets and presentation applications.
- Willingness to problem-solve, make decisions, and act within established policies and procedures.
- Strong organization and anticipation skills with a demonstrated ability to plan and manage multiple priorities within strict deadlines.

- Exhibit interpersonal savvy, which includes relating comfortably to a variety of personalities; cultivating and maintaining positive relationships; employing discretion, diplomacy, and tact; seeking the positive in all situations.
- Comfortably and effectively cope with change and ambiguity, which includes effectively transitioning between tasks and timelines; identifying priorities and making good decisions with a minimum of information; staying relaxed and proactive when things are uncertain; confidently managing risk and uncertainty.
- A commitment to an equitable work environment, which includes use of gender inclusive language; support for individual gender expression, racial equity and inter-generational collaboration; accessibility for people with disabilities; and cultural sensitivity.
- Must possess a valid driver's license, a clean driving record, and must have reliable transportation.
- Ability to work on nights and weekends required.

Preferred Qualifications & Skills:

- Existing knowledge of commercial and/or not-for-profit musical theatre, as well as the AEA-LORT contracts, preferred.
- Superb time management and ability to meet deadlines.
- Excellent verbal and written communications skills.
- Strong organizational skills and ability to multitask.
- Ability to treat confidential information with the utmost discretion.
- Kindness, confidence and a generous spirit.