



Company Manager at Palm Beach Dramaworks

Job Description:

The Company Manager (CM) is an exempt position which reports to and works closely with the Executive Director (ED) and Producing Artistic Director (PAD).

The CM is responsible for managing all aspects of guest artist tenure including contract creation, assistance with onboarding, housing, travel, transportation, and guest relations, as well as managing digital, local, and New York/national auditions and talent submissions for all Mainstage Productions and Education Programming. The CM role demands advanced technological expertise and strong organizational skills, leveraging electronic and digital processes to streamline workflows and automate efficiencies across all aspects of the position.

Essential Duties & Responsibilities:

- Creates and maintains organizational digital database for tracking artist housing and transportation needs
- Creates and ensures proper digital execution of actor contracts and related riders for all mainstage productions and Education programming
- Supports the ED with Actor's Equity Association communications and information, as directed, including support for annual season proposal submission
- Communicates electronically and ensures proper execution of onboarding requirements, including personnel documents, for all actors and guest artists and provides to HR in appropriate timeline
- Arranges and digitally communicates with incoming guest artists, itineraries for travel, transportation, and housing for all mainstage productions and Education programming
- Serves as primary point of contact for all guest artists
- Submits reimbursement requests for all guest artists
- Manages and facilitates apartment lease renewals, necessary relocations, and all occupancy related needs, including artist housing cleaning, maintenance, insurance, utilities and supplies
- Creates and maintains digital inventory for artist housing furniture, fixtures and supplies
- Ensures all incoming artists' understanding and adherence to PBD housing and vehicle use guidelines
- Creates and implements digital master checklists for housing and vehicle use for all visiting artist departures; identifies and reports damages, if any, to Executive Management
- Ensures proper maintenance of company vehicles and manages their use
- Digitally posts audition notices for all mainstage productions and Education programming, ensuring adherence to varying platform requirements
- Works with PAD and Casting Directors to schedule all virtual, local, and New York/national auditions for all mainstage productions and Education programming
- Reserves all audition spaces for all mainstage productions and Education programming
- Creates digital actor schedule for all local auditions and facilitates the on-site schedule for all mainstage productions and Education programming
- Creates and maintains organizational digital database for actor files, including headshots
- Creates and maintains a digital, interactive, Company Management Master Calendar including all CM deadlines and schedules, including facility/car maintenance; guest artist arrival and departures; guest artist communications; audition deadlines
- Facilitates implementation of and adherence to organizational *Infection Control Policy* and *Emergency Action Plan*
- Attends staff meetings



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Essential Duties & Responsibilities (continued):

- Provides support for special events including but not limited to: Perlberg Festival of New Plays, Legacy Project, Young Playwright's Contest (1-minute & 10-minute), Summer Academy, One Humanity Tours, Annual Gala, and other seasonal events
- Facilitates the electronic distribution and collection of teacher and student surveys and study guides for Education Programming
- Assists with various administrative tasks and provides continuous and meaningful support to other departments, as needed and/or directed by the ED or PAD
- Attends staff meetings

Qualifications & Requirements:

- Bachelor's degree in Theater or Arts Administration **OR** 3+ years professional experience in theatrical company management
- Working knowledge of Actors Equity Association rules and contracts preferred
- Ability to work within a financial budget
- Excellent oral and written communication skills
- **Advanced** Microsoft Office skills (Excel, Word, Power Point, and Outlook)
- **Advanced** Google Platform and Jot Forms skills
- Ability to be self-directed and highly motivated
- Ability to multitask, prioritize, and meet deadlines in a fast-paced environment
- Detail-oriented, including excellent proofreading and copy-editing skills
- Ability to engage in positive, productive, and collaborative communications with team members, executive staff, patrons, vendors, and other stakeholders
- Must work onsite at the theatre location, and other sites as needed
- Must have reliable transportation and a valid driver's license
- Some night and weekend work required
- Ability to be on call during off hours for guest artist emergencies required
- Ability to lift up to 50 pounds

Salary:

Starting at \$48,000 annually; negotiable based on qualifications and experience.

To apply, please e-mail a cover letter and resume to Business & HR Director, Lara Garcia at lgarcia@palmbeachdramaworks.org. No phone calls please.