

## Company Manager

**Department:** Artistic Department

**Supervised By:** Director of Programming

**Supervises:** N/A

**FLSA Status:** Exempt

The mission of the **Wallis Annenberg Center for the Performing Arts** (aka “The Wallis”) is to create, present, and celebrate unique performing arts events and educational programs that reflect the rich cultural diversity of our community.

### DESCRIPTION

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The Company Manager handles the daily business related to the actors, musicians, dancers and visiting staff for each production and presentation at the Wallis including travel arrangements and accommodations and payment of employees and visiting companies.

### REQUIREMENTS

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- 2-4 years of experience as an Assistant Company Manager, Associate Company Manager, or an equivalent position is required.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with performers, staff, board members, external partners and donor.
- Must have very strong written and verbal communication skills, strong problem-solving skills, make sound decisions, and be detailed oriented.
- Highly resourceful team-player, with the ability to also work independently.
- Proven ability to handle confidential information with discretion and be adaptable to various competing demands.
- Background and/or interest in the performing arts is preferred.
- Proficiency in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.
- Bachelor's degree in the performing arts or similar field is preferred.

### KEY RESPONSIBILITIES

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#### Company Manager:

- Act as key contact, supervise, manage, and be a host to all visiting performers, artists, designers, and visiting companies when they are in residence at the Wallis.
- Key liaison between stage management and Wallis administrative staff.
- Manage travel including housing, rental cars, transportation and any other logistical needs, such as visas, for all visiting artists, performers, and companies while at the Wallis; responsible for any itinerary changes and assisting with any health issues that come up and or any other emergencies.
- Create, maintain, regularly update, and distribute information packets for all visiting artists and guests,
- Create and send “in prep” email to all incoming productions: include schedules, comp requests, and parking information.
- Provide on-site support for pertinent rehearsals, performances, and other production-related events
- Create overall dressing room assignment schedule for the season. Set up dressing rooms and schedule performers appropriately.
- Maintain good working relationships with all vendors: (airlines, housing, transportation and rental car providers)).
- For all in-house produced shows:
  - Handle all AEA contracts and pertinent information.

- Coordinate first day of rehearsal schedule (welcome, meet and greet, refreshments).
- Handle all comp and House Seat ticketing requests.
- Manage all parking needs.
- Oversee hospitality needs, as outlined in respective riders. Schedule security for actors or artists when needed,
- Ensure green room and staff kitchen are stocked with basic needs and/or supplies.
- When needed, assist with Worker's Compensation Claims on all actors, artists, producers, etc.
- Manage and track department purchase orders, check requests and credit card purchases. All paperwork related to credit card purchases MUST be received by Director of Programming no later than 48 hours after purchase has been made.
- Assist in opening and closing night celebrations, parties, annual gala, etc.
- Manage and coordinate studio teachers and/or guardians for productions that employ minors. Must be familiar with child labor laws.
- Communicate with House Manager(s) regarding backstage guests, fan mail, etc.
- Assist the Director of Production in clarifying those aspects of the Wallis production budget that relate to artists and performers including travel, housing, ground transportation, and hospitality.
- Managing travel and housing for Wallis staff when traveling for business.

## PHYSICAL DEMANDS

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While performing the essential functions of this job, the incumbent must be able to do the following: stand for extended periods; sit for extended periods; bend and reach for filing and other job-related functions; climb up and down stairs; bend, stoop, and lift to move and retrieve materials; pull, push, and lift; reach both above and below shoulder height. Specific visual abilities include close vision, color vision, depth perception, and the ability to adjust focus. Must be able to visually inspect work. Manual dexterity to operate computer and other office equipment required.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made.