



## **Company Manager at Palm Beach Dramaworks**

### **Job Description:**

The Company Manager (CM) is an exempt position which reports to and works closely with the Managing Director (MD) 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. The CM also manages digital, local, and New York/national auditions and talent submissions.

### **Essential Duties & Responsibilities:**

- Creates & maintains organizational database tracking artist housing and transportation needs
- Creates and ensures proper execution of actor contracts and related riders
- Supports the MD with Actor's Equity Association communications, as directed
- Communicates and ensures proper execution of onboarding requirements, including personnel documents, for all actors
- Arranges travel, transportation, and housing for all guest artists
- Serves as primary point of contact for all guest artists
- Submits reimbursement request for all guest artists
- Manages and facilitates lease renewals, necessary relocations, and all occupancy related needs, including artist housing cleaning, maintenance, insurance, utilities and supplies
- Ensures proper maintenance of company vehicles and manages their use
- Posts all audition notices, ensuring adherence to varying platform requirements
- Works with PAD and Casting Directors to schedule all virtual, local, and New York/national auditions
- Reserves all audition spaces
- Runs local auditions
- Creates & maintains organizational database for actor files, including headshots
- Facilitates implementation of and adherence to organizational *Infection Control Policy* and *Emergency Action Plan*
- 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
- Assists with various administrative tasks and provides continuous and meaningful support to other departments, as needed and/or directed by the MD or PAD
- Attends staff meetings



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### **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)
- 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](mailto:lgarcia@palmbeachdramaworks.org). No phone calls please.