

**Organizational Summary:**

Company Manager Job Description

Playwrights Horizons is a writer's theater dedicated to the support and development of contemporary U.S. playwrights, composers and lyricists, and to the production of their new work.

**Position Title:**

Company Manager

**Reports to:**

Associate General Manager

**Oversees:**

Part-Time House Management

**Basic Job Function:**

You’re the crucial link between the company of artists and the General Management team at Playwrights Horizons, acting as a liaison on all administrative and front of house matters. Working closely with the Associate General Manager, you will facilitate the on boarding of all company members and tend to the needs of artists and crew, ensuring all team members feel safe and supported. As our “boots on the ground,” you represent the institution during performances, and will work with the box office and house management teams to keep our front of house systems operating efficiently.

**Specific Duties and Responsibilities:**

The Company Manager is an extremely organized and meticulous individual who plays well with others and has the ability to think on their feet and problem solve. The ideal candidate will lean on their empathy, patience, and sense of humor as they navigate the needs of each individual production and determine the best way to offer support to our artists and audiences.

**Administrative Duties**

● Coordinate all actor contracts and payroll paperwork, process weekly company payroll, and deliver paychecks to all company members

● Process weekly AEA reports and ensure timely delivery of all payments owed to the union ● Reconcile the General Management Amex each month

● Coordinate and reconcile all petty cash for stage management and house management ● Execute other duties as assigned

**Logistical and Artist Service Duties**

● Arrange and book all travel, accommodation, and on-site hospitality for all guest artists. ● Maintain the Playwrights Horizons artist apartment and prepare for any outside rental and/or company use

● Ensure the cleanliness and safety of all rehearsal/performance spaces, green rooms, and dressing rooms, prior to the start of rehearsal or tech

● Work with Stage Management to ensure they have the supplies and information needed to do their job efficiently

● Alongside the Associate General Manager, ensure our productions are following union regulations and guidelines

● Post, announce and distribute critical information to company members

● Aid in the organization of both the Opening Night and Closing Night events of every production

**Front of House/Box Office**

● Act as the Playwright’s representative during all dress rehearsals and performances, checking in with the company, front of house, and box office teams frequently

● Create and manage company ticket policies for every production, acting as a point person for any and all company ticketing requests. This includes house seats, opening night tickets, complimentary tickets and production seats during previews.

● Alongside the Associate General Manager, hire and train all front-of-house positions, including house managers, ushers and concessionaires

● Schedule all part-time front of house staff, including house managers, ushers, and concessionaires

● Work with the box office to send out daily availability reports, communicate ticket needs with third party vendors, arrange press tickets and release holds based on the contractual needs of each production

● Brainstorm creative solutions with our marketing and box office teams to ensure high audience attendance at every performance

● When needed, aid the box office in processing ticket orders

● Maintain accurate and up to date box office records, including nightly box office and complimentary ticket reports

**Desired Experience, Skills & Qualifications:**

Ideal candidate will have 1-3 years of work experience, preferably at a performing arts institution or live entertainment venue. They will demonstrate incredible attention to detail, the ability to creatively problem solve and a desire to grow in the field of theatrical management. A good sense of humor and empathy are essential. Successful candidates will be adept at managing multiple tasks simultaneously and will be capable of responding quickly and appropriately to the often personal needs of guest artists. Strong customer service skills, especially clear communication, will be key.

Familiarity with Microsoft Office Suite and Google Workspace is excellent, experience with Tessitura Ticketing Software is even better.

This position requires evening and occasional weekend availability.

**Compensation:**

Full time employee benefit package includes: Medical, Dental, Vision, Life, & Accident insurance, Paid Time Off, Health Reimbursement Account, Flexible Spending Account, 403(b) Retirement Plan, Half-Day Summer Fridays, and more!

Salary: $47,500

**Values Statement:**

Playwrights Horizons is committed to building a more just future for everyone -- particularly those from historically oppressed communities, by employing a broad spectrum of voices that will enrich the quality and vitality of our work. Playwrights Horizons is an equal opportunity employer that has a strong institutional commitment to uprooting all systems of oppression by demonstrative equitable and inclusive practices.

The organization is interested in receiving applications from people of all races, sexual orientations, gender identities, ages, classes, religions, and people with disabilities. The facilities at Playwrights Horizons are fully accessible and ADA compliant.

**To Apply:**

Please email cover letter and resume as pdf to Jobs@phnyc.org with the job title in the subject line. No phone calls please.