



### **Assistant / Associate Company Manager – MEAN GIRLS national tour**

*Travel full time as the ATPAM Assistant NMAM / Associate Company Manager with the first national tour of **Mean Girls**, under a Production contract. Mean Girls consists of a company of 60 traveling members. First day: on or about, September 27, 2021 – Tempe, AZ. First Performance: November 2, 2021.*

#### **Job Duties**

- Work closely with the Company Manager and rest of management team, building and maintaining cohesive workplace, with an organizational culture which reflects the show's core values of inclusion, education, connection and respect.
- Lead for logistics of the tour – hotels, travel, and local transportation. Work with travel and housing agency to determine best options for hotels, travel, and local transportation.
- Coordinate house seats in each market, processing orders and releasing holds for public sale.
- Communicate with Covid Safety Manager schedules and logistics for testing, contact tracing, and advancing the show to future markets according to the protocols set forth by the unions, local presenters and company.
- Reconcile monthly credit card statements for multiple department heads.
- Reconcile weekly reimbursements for company members and department heads.
- Coordinate human resources onboarding process, payroll documents, and policies and procedures of the company.
- Assist with nightly show box office reconciliation and reporting.
- Assist with weekly advertising settlements.
- Assist with analyzing local labor bills and departmental expenses for weekly engagement settlement.
- Assist with coordinating local press events with Press agent and local press contact.
- Assist with processing weekly payroll, benefits and royalties, for full company which includes multiple union reports.
- Assist with processing weekly accounts payable through online banking system and using Quickbooks.
- Manage relationships between the company and local hotels, vendors, and theatre contacts.
- Update and maintain the internal company website using Wix.
- Create city sheets for each engagement and research information about future cities.
- Other duties as assigned.

#### **Desired Skills**

- Previous Company Management Experience.

# MEAN GIRLS

- Previous Touring Experience.
- Comfortable speaking to large groups, email communications, policy writing.
- Able to deal with multiple tasks and advance multiple cities at the same time.
- Comfortable dealing with sensitive issues and conflict resolution.
- Understanding of Quickbooks, Accounts, Journal Entries, and Check Processing.
- Comfortable with Wix website programming.
- Proficient with Microsoft Word and Excel – mail merge, formulas, pivot tables, etc.
- Proficient with Google Docs, Forms, Sheets, and General file management.

*Mean Girls is committed to doing our part to make Touring a more equitable, inclusive, just, and anti-racist place to work. We encourage applications from individuals whose backgrounds are underrepresented in the theatre industry, including race, ethnicity, class, gender identity or expression, ability, and sexual orientation.*

*Please submit your resume and cover letter to [mgtourjobs@ttnyc.com](mailto:mgtourjobs@ttnyc.com)*