



**Company Manager**  
**Full time exempt**  
**Reports to Artistic Producer and Associate Artistic Director**

### **Overview**

The Company Manager is responsible for providing exceptional hospitality to guest artists including attending to all travel, housing, transportation and personal needs. The Company Manager also coordinates travel and transportation for staff and plans company events. The ideal candidate is extremely personable warm, detail oriented, organized and comfortable working under pressure.

### **Essential Functions**

- Strategically plan and schedule all housing to fit within budget guidelines
- Manage all travel accommodations and transportation for guest artists and staff
- Oversee or conduct local pick-ups, grocery runs, and other essential functions
- Maintain company apartments, including but not limited to furnishings and essentials, utilities and access among other things
- Build and maintain community partnerships to address personal needs that may arise while artists are in residence
- Manage department budget and report on travel, housing and vehicle budgets monthly
- Maintain Guest Artist Handbook and Online Portal
- Supervise Company Management Assistants and/or Interns when applicable
- Calmly and effectively handle emergency situations at any time of day or night
- Organize company special events such as Meet and Greets, Between Show Meals, Holiday Parties, and Staff Appreciation Lunches in Tucson and Phoenix
- Provide artist hospitality, including, but not limited to, delivery of gifts to artists, providing food and snacks as needed
- Support the Artistic Department and report to direct supervisor, the Artistic Producer
- Review artist contracts and ensure that ATC is fulfilling obligations
- Process, report, and track payroll and benefit payments for performers by submit check requests and onboarding for actors, SMs, and guest artists
- Submit weekly reports to Actors Equity Association in a timely manner
- Working alongside the Finance personnel, submit and review weekly payroll reports
- Address artist physical and mental health needs including, submitting worker's comp claims and booking doctor appointments
- Serve as a concierge for artists such as creating and distributing welcome packets and meeting artists at the airport and/or housing
- Other duties as assigned and needed

### **Qualifications**

- College degree in the arts preferred
- Excellent organizational and time management skills
- Computer knowledge including Microsoft Word, Excel and extensive experience with using travel search engines on the Internet

- Familiarity with LORT and Actors Equity Association rules and regulations
- Valid driver's license and reliable vehicle needed

**To Apply**

Submit a cover letter, resume and a 500-word statement on ***Your approach to making guest artists comfortable away from their home*** to [hr@arizonatheatre.org](mailto:hr@arizonatheatre.org).