

COMPANY MANAGER

Company Manager is responsible for overseeing the working and living experience of the entire HVSF Company including actors, directors, designers, and production staff for all events and performances in the 2021 HVSF Season. The Company Manager reports directly to the Managing Director and the Director of Production. Responsibilities include but are not limited to:

- Participate as a member of the Senior Production Staff. Senior Production Staff include the Lighting Supervisor, Audio Supervisor, Wardrobe Supervisor, Production Carpenter, and are responsible for overseeing the operations at the Theater Tent.
- Senior production staff will be required to assist in implementing HVSF's new COVID-19 Safety Policies including completing the required Covid-19 Compliance Officer Training provided by HVSF. Company Manager will work with the Infection Control Specialist to implement the COVID-19 testing schedule for the dedicated Testing Group.
- Oversee, arrange and prepare company housing, transportation, and company meals.
- Represent HVSF in a professional manner to company members, employees, and partner organizations.
- Serve as the day-to-day immediate contact with the Hawthorn Inn and Suites coordinating communication, artists needs, and hotel concerns
- Serving as the day-to-day immediate contact with Enterprise Car rentals coordinating communication, concerns, and the needs of visiting artists.
- Prepare and submit contracts to agents, artists, and applicable unions, with approval of HVSF Managing Director.
- Familiarize themselves with and upholding the AEA LORT Rulebook and applicable union rules and standards.
- Prepare and submit weekly AEA reports to the finance department and AEA. AEA reports must be approved by the Managing Director.
- Prepare payroll for the HVSF Company. Payroll must be submitted to the Managing Director and Director of Production by 12pm every Monday.
- Manage the onboarding process via HVSF payroll operator Trinet with all new HVSF company members and maintain personnel files.
- Oversee and manage the Company Management department budget and spending under the supervision of Director of Production. Track expenses; submit petty cash and credit card recomputations to HVSF Finance department.
- Submit and track scheduled payments to designers, directors, and staff.
- Prepare and submit workers' compensation claims vehicle insurance claims as necessary.
- Supervise the Assistant Company Manager, including their role in coordinating company extracurricular activities.
- Collaborate with the Box Office Manager to facilitate comp tickets for the HVSF Company.
- Act as an HVSF Human Resources representative to uphold HVSF's Code of Conduct, including company policies on sexual harassment and anti-racism. The Company Manager is a listed contact in the company's Concern Roulston Path.
- Serve as an integral leader in the experience of visiting artists and staff at HVSF and helping HVSF to continue to aspire to increased artistic excellence
- Bring any immediate concerns that are not within the roles and responsibilities of the Company Manager to the Director of Production or Managing Director, as appropriate
- Other responsibilities as assigned

Qualifications:

- Driver's license and clean driving record required. This position will be required to drive with co-workers in the car following state safety protocols.

- This position is physical in nature and required to work outdoors. The ability to lift up to 40 pounds and work outside, exposed to the elements is required.
- First aid and emergency training is required and will be provided by the company at the start of work.
- The ideal candidate is organized, flexible, has good interpersonal skills, and enjoys working as part of a team in a fast-paced environment. The ability to solve problems, facilitate solutions, and work with a wide variety of people is essential.

This is a full-time seasonal position paid \$20.00 per hour during the preseason and \$850.00 per week from May 2021 through October 2021 and is not eligible for benefits or overtime. Nights and weekends required.

HVSF is an equal opportunity employer dedicated to building a culturally diverse and equitable environment, and we strongly encourage applications from BIPOC (Black, Indigenous, People of Color) Candidates

TO APPLY: Send a cover letter and resume in PDF format to jobs@hvshakespeare.org with the subject line COMPANY MANAGER.