

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 2024 HVSF Season. The Company Manager reports directly to the General Manager.

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 Festival Stage Manager and are responsible for overseeing the operations at the Theater Tent.
- Senior production staff will be required to assist in implementing HVSF's COVID-19 Health and Safety Policies. Company Manager will work with the company management team with overseeing and executing ongoing risk assessment and infection control, including testing, health tracking, implementing CDC, federal, state and local guidelines.
- Act as an HVSF HR representative to uphold HVSF's Codes of Conduct and Community, including company policies on sexual harassment and anti-racism. The Company Manager is a listed contact in the company's Concern Resolution Path.
- Serve as a strong artistic administrator and leader who balances being a representative of the administrative staff and the summer production and creative company.
- Serve as an integral leader in cultivating the most positive experience possible (while balancing budget and resources) of visiting artists and staff at HVSF.
- Represent HVSF in a professional manner to company members, employees, and partner organizations.
- Oversee, arrange, and prepare company housing, transportation, and company meals.
- Serve as the day-to-day immediate contact with artist housing in coordinating communication, artist 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.
- Support company contract processing with unions, agents and artists and employee onboarding with General Manager and/or 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. AEA reports must be approved by the General Manager.
- Manage all travel arrangements and ongoing needs of the 2024 company with support of the Assistant Company Manager.
- Manage the employee onboarding process (via HVSF payroll operator Trinet) with all new HVSF company members, and maintain complete and accurate personnel files.
- Oversee and manage the Company Management department budget and spending under the supervision of the General Manager. Track expenses; submit petty cash and credit card recompilations to HVSF Finance department. Submit biweekly budget reports to the General Manager.
- Plan and produce a calendar of Company Management events including opening nights and other celebrations and experiences that bring positive morale and are mindful of the Company Management budget.
- Prepare and submit workers' compensation claims and vehicle insurance claims, as necessary.
- Track and order supplies for rehearsal studios and greenroom.
- Manage and resolve facilities needs as they directly pertain to the theater tent, greenroom and rehearsal studios with the General Manager.
- Supervise the Assistant Company Manager and any additional company management staff, manage and create their schedules, including their roles in coordinating company extracurricular activities and other CM team tasks.
- Collaborate with the Box Office Manager to facilitate comp tickets for the HVSF Company.
- Oversee onboarding of HVSF 2 company members, including contracting, housing, transportation, and possible activities support, while in the Hudson Valley.
- Other duties 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, CPR and emergency training is required and will be provided by the company at the start of employment.
- HVSF requires all staff to be fully vaccinated against COVID-19.
- The ideal candidate has experience or interest in arts administration or management and is organized, flexible, has great interpersonal and leadership skills, and enjoys working as part of a team in a fast-paced environment. The ability to creatively solve problems, expedite solutions, and work with a diverse community of people and personalities is essential.

This is a full-time seasonal position which pays \$1,000 **per week** from March 2024 through September 2024 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 to jobs@hvshakespeare.org in PDF format with the subject line COMPANY MANAGER by no later than February 1, 2024.