

**COMPANY MANAGER**

Company Manager is responsible for overseeing the working and living experience of the entire HVS Company including actors, directors, designers, and production staff for all events and performances in the 2025 HVS Season. The Company Manager reports directly to 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 Stage Manager, and are responsible for overseeing the daily operations at the Theater Tent.

Senior production staff will be required to assist in implementing HVS's Health and Safety Policies including completing the required Covid-19 Compliance Officer Training provided by HVS. Company Manager will work with the appointed Infection Control Specialist to implement the COVID-19 testing schedule for the dedicated Testing Group.

Support company contract processing with unions, agents and artists and employee onboarding with Managing Director and/or Director of Production.

Oversee, arrange, and prepare company housing, transportation, and company meals.

Represent HVS in a professional manner to company members, employees, and partner organizations.

Serve as the day-to-day immediate contact with the Best Western in coordinating reservations, payments, communication, artist needs, and hotel concerns

Serving as the day-to-day immediate contact with Enterprise Car rentals coordinating reservations, payments, communication, concerns, and the needs of visiting artists.

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 General Manager.

Prepare payroll for the HVS Company. Payroll must be submitted to the Managing Director by 12pm every Monday.

Manage the onboarding process via HVS payroll operator Trinet with all new HVS 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 recompilations to HVS Finance department.

Submit and track scheduled payments to designers, directors, and staff.

Prepare and submit workers' compensation claims and 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 HVS Company.

Act as an HVS Human Resources representative to uphold HVS'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 HVS and helping HVS 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 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, CPR and emergency training is required and will be provided by the company at the start of employment.

The ideal candidate is organized, flexible, has great interpersonal 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 paid \$30.00 per hour during the preseason and \$1200.00 per week from March 2025 through October 2025 and is not eligible for benefits or overtime. Nights and weekends required. The working schedule is determined by the production and performance calendar.

HVS 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 with two references in PDF format with the subject line COMPANY MANAGER / YOUR NAME**

**Interviews will begin the week of January 27<sup>th</sup>, with a target start date of February 24, 2025.**