

COMPANY MANAGER – ORLANDO SHAKES

Orlando Shakes, a busy mid-sized professional, Actor's Equity regional theater, now in its 33rd season is seeking an enthusiastic Company Manager. Housed in the beautiful 50,000 sq. ft. Lowndes Shakespeare Center, our mission is to provide bold professional theater, develop new plays, and provide innovative educational experiences that enrich our community. Guests at Orlando Shakes have included Patrick Stewart, Anna-Deavere Smith, Michael Dorn, Olympia Dukakis and more. Wall Street Journal reviewer Terry Teachout says of Orlando Shakes: "outstanding...spectacular and satisfying... Broadway worthy."

JOB DESCRIPTION: The Company Manager is a member of the production staff and reports directly to the Artistic Director. Responsible for all travel and accommodations for staff and visiting artists, organizing all company food, games and events, audition scheduling, travel, setup and supervision, and serves as the assistant to the Artistic Director and Production Director.

RESPONSIBILITIES:

- Arrange all visiting artist travel
- Arrange all transportation needs for visiting artists, including airport pick-up and drop-off
- Annual procurement and maintenance of housing for visiting artists.
- Annual procurement of rental/lease vehicles for visiting artists and company needs.
- Compiling and mailing production packets to visiting artists
- Collection and distribution of paperwork to appropriate departments such as employment paperwork, costume measurements, bios, and safety forms
- Organize first rehearsal meet & greets, technical rehearsal dinners, and monthly staff events including food and games
- Assist Artistic Director with correspondence, scheduling, filing and other special projects
- Assist Production Manager with meetings, correspondence, scheduling and contracts
- Arrange and manage auditions including notices, sides, travel, scheduling and contracts.

REQUIREMENTS

- Bachelor's Degree or higher in related field
- Previous work in the arts, theater, or entertainment
- Advanced knowledge of Microsoft Office suite, particularly Microsoft Excel
- Advanced knowledge of Google Docs, Calendar and Sheets

- Have and maintain a valid Florida driver's license

PHYSICAL/ENVIRONMENTAL DEMANDS:

- Employee will be required to sit or stand for extended periods of time.
- The employee is required to talk and hear.
- The noise level in the environment is moderate.
- The employee may be required to lift up to 25 lbs.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

SALARY AND START DATE:

The anticipated start date for this hourly position is August 15, 2021, however, Orlando Shakes will continue searching until the right candidate is found.

Salary range: \$29k - \$31k

Orlando Shakes offers a benefits package, including employer contributed health insurance, Paid Time Off, and a retirement contribution.

Orlando Shakes is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Qualified applicants should apply with a current resume, cover letter, and three professional references (with e-mail contact).

No Phone Calls Please.

Qualified applicants should apply with a current resume, cover letter, and three professional references (with e-mail contact) to Jim Helsinger, Artistic Director – jimh@orlandoshakes.org

We request that you type in the subject line of your email the following information:

Company Manager: Your Last Name, Your First Name (Source from which you learned about this position)