

ASSISTANT COMPANY MANAGER

JOB DESCRIPTION

July 2024

Job Title: Assistant Company Manager

Department: Production

Reports to: Company Manager and Associate Producer

About the Playhouse: Pasadena Playhouse makes theater for everyone. As the official State Theater of California, our mission is to enrich people's lives through theater and programs in order to reflect its local and state-wide communities. Founded in 1917, the Playhouse understands the gravity of its responsibility to represent California's diverse population and their stories, and we program our season with this at the forefront of our decision making.

Under the leadership of Producing Artistic Director Danny Feldman, the Playhouse presents a full season of artistically innovative productions and engaging educational outreach activities to nearly 150,000 Southern California residents annually in two spaces: the 643-seat main stage theater and the 99-seat flexible Carrie Hamilton Theater. By focusing on the creation of great productions, the expansion of educational and outreach programs, the development of new plays, and the creation of innovative programs, the Playhouse will continue to be a leader in the industry.

About the Position: Pasadena Playhouse is looking for an Assistant Company Manager to assist the Company Manager with Mainstage, Offsite and TYA productions. This is an exciting opportunity for a young career professional to join a growing Company Management staff as the Playhouse expands our programming.

The ACM reports to the Company Manager and will be largely responsible for onsite needs during production runs as well as assisting with administrative duties. The ACM will be focused on personnel needs for all incoming artists. The leading philosophy of the Company Management department is to create an environment where artists feel taken care of and a part of the growing Playhouse Community. The goal is that everyone leaves feeling like they have an artistic home they can return to in Los Angeles.

Responsibilities:

Travel:

- Research flights and housing for incoming artists.
- Book and track travel for incoming artists under the direction of the Company Manager.
- Maintain receipts and budget tracking for travel spending.
- Assist in managing the Corporate Lyft account and administer access as needed to incoming artists.
- Share point person responsibilities with Company Manager for any visiting artist.
- Support with any emergency housing/travel needs.



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Hospitality:

- Keep an up-to-date inventory of all hospitality supplies.
- Furnish hospitality needs for First Rehearsal for all productions.
- Fulfill any hospitality needs that come through stage management teams.
- Track all cast/crew birthdays and order celebratory snacks.
- Share responsibility with Company Manager of ordering any Crew Lunches needed during tech and any additional catering need.
- In coordination with stage management teams, organize and plan any morale boosting activities.
- Responsible for all Company Management needs for TYA productions. Will have the support of the Company Manager.

Casting:

- Assist with casting logistics which include, but are not limited to: booking space, hiring accompanists and readers, printing, etc.
- Be the onsite greeter for all in person auditions, and handle check in as needed.
- Assist with all EPA/ECCs for the season. This could include posting Job Notices with Equity, booking spaces, and facilitating any onsite needs.

General Management:

- Generate contract templates for each production.
- Assist with the filing of AEA contracts.
- Assist with the maintenance of Production Budget Tracking.

Working with Other Departments:

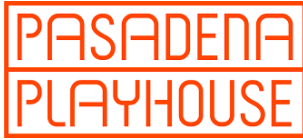
- Facilities: Communicate any immediate needs production by production, follow up with any space issues brought to the attention of the department by stage management or other artists.
- Marketing/Patron Services: Import all contractual ticket amounts into the shared department ticket tracker. Be a point of contact for any ticket requests from artists, and coordinate with Patron Services. Coordinate Artist guests for Invited Dress with Marketing.

Additional Company Management Duties:

- Be the onsite representative for performances. This responsibility will be split amongst the Company Management Team.
- Run Company Management and Production related errands as needed.
- Other duties as assigned.

Qualifications/Experience:

- 1-2 years of professional theatrical experience, preferably in either Company Management or Stage Management



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- Good sense of customer service
- Work Evenings and Weekends
- Google Suite and Microsoft systems proficiency
- Additional Theatrical Software is a plus, but not required
- Valid Driver's License

Competencies:

- Good sense of customer service and Actor Needs
- Creative Problem Solving
- Focus on Diplomacy
- Collaborative style.

Working Conditions: There are no major sources of discomfort, and the Playhouse is a standard office environment with regular exposure to video terminal displays. The noise level in the work environment is usually quiet. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Assistant Company Manager is occasionally required to lift or move up to 50 pounds.

Compensation: Compensation is \$25/hr with some anticipated overtime. Benefits package includes medical, dental, life insurance coverage, vision, PTO and a 403(b) plan. Start date is September 1, 2024.

How To Apply: Research shows that members of underrepresented groups often apply to jobs only if they meet 100% of the qualifications. The Playhouse recognizes very few individuals ever meet 100% of the qualifications for any given role; therefore we encourage candidates with some or most of the qualifications to apply.

Please email a cover letter and resume in one PDF to production@pasadenaplayhouse.org with "Assistant Company Manager" in the subject line.

We work to maintain a positive environment for our employees, where people can learn, grow and thrive with the company. We strive to provide a collaborative, creative, transparent workplace where each person feels encouraged to contribute to our processes, decisions, planning and culture. Pasadena Playhouse is an Equal Opportunity Employer.