



COMPANY MANAGER

JOB DESCRIPTION

August 2026

Job Title: Company Manager

Department: Production

Reports to: General Manager

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 a Company Manager to manage Mainstage, Offsite and TYA productions. This is an exciting opportunity for a young career professional to join an expanding Production/General Management team.

The Company Manager reports to the General Manager and will be largely responsible for onsite needs during production runs as well as assisting with administrative duties. The CM 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, book, and track travel and housing and rental cars for incoming artists.
- Maintain receipts and budget tracking for travel spending and additional miscellaneous spending on the Company Management Card.
- Manage any emergency housing/travel needs in coordination with the General Manager.

Hospitality

- Furnish hospitality needs for all productions.
- Fulfill any hospitality needs that come through stage management teams.
- Track all cast/crew birthdays and order celebratory snacks.
- In coordination with stage management teams, organize and plan any morale-boosting activities.
- Responsible for all Company Management needs for TYA productions.



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Casting

- Manage casting logistics, including but not limited to booking space, hiring accompanists and readers, and printing.
- Be the onsite greeter for all in-person auditions and handle check-in as needed.
- Assist General Manager in all aspects of EPAs and ECCs, including preparing Job Notices, booking spaces, and facilitating any onsite needs.

Opening Night

- Coordinate with the Marketing department for all Opening Night needs with Actors and Designers.
- Day of, act as point person for Opening Night with all artists.

Ticketing

- Manage the Production list for Opening Night tickets, including sending invites, managing RSVPs, advising on seating (in conjunction with General Manager), and filling lists as needed.
- Manage all ticketing for Invited Dress.
- Import all contractual ticket amounts into the shared department ticket tracker and serve as point of contact for artist ticket requests, coordinating with Patron Services.

General Management

- Assist General Manager with preparing union riders and independent contractor agreements.
- Prepare and track all check requests for Independent Contractors, including invoices.

Additional Duties

- Be the onsite representative for performances.
- Act as point person for the Parking Garage and manage the parking and keycard access database for the entire company.
- 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
- 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



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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 \$26/hr with some anticipated overtime. Benefits package includes medical, dental, life insurance coverage, vision, PTO and a 403(b) plan. Anticipated start date is September 1, 2026.

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 cm@pasadenaplayhouse.org with "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.