



**Title:** Company Manager  
**Department:** Artistic  
**Position Status:** Regular Full-Time, Exempt  
**Effective Date:** Upon Hire

**General Description:**

The Company Manager will use excellent multitasking and organizational skills to liaise with multiple departments with entirely different purposes, while applying keen focus to solving day-to-day problems and achieving long-term goals. The Company Manager is responsible for providing a single point of contact between Artistic and Staff/outside stakeholders. This includes arranging paperwork and administrative tasks between the company and any talent contracted for the duration of a show. This primarily means dancers, but can also include certain specialized crew members working with a production, such as staggers and choreographers. This position predominately reports to the Artistic Director (AD), but will occasionally report certain business and HR information to the Executive Director and / or Human Resources (HR).

**Essential Duties and Responsibilities:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Manage AD's Daily Schedule / Calendar and communications with outside stakeholders as requested. This includes any travel requirements / scheduling or itineraries.
2. Theater Scheduling – In conjunction with the Production Manager, create and / or review production schedules to ensure union infractions and any other unreasonably difficult scheduling issues are kept to a minimum and appropriate parties are notified if infractions are expected to occur.
3. Other Departmental Coordination / Scheduling – Manage the scheduling and communication flow of Company related time and information when working with other departments and outside stakeholders including, but not limited to: OBT School, Wardrobe, Accompanist, Outreach, Marketing, Development, and Alumni.
4. Casting – Maintain updated casting information for Dancers in-line with the rules and timelines set forth in the AGMA CBA.
5. Stager / Choreographer Liaison – Acting as a point of contact for Choreographers and Stagers when they are in town or in the theater in order to provide a single point of communication for any issues related to their work. This would include issues both on stage and off and would be directed and assigned by the AD.
6. American Guild of Musical Artists (AGMA) Liaison – In conjunction with Human Resources, maintain a deep knowledge of the Collective Bargaining Agreement (CBA) and provide, whenever possible, early notification of possible infractions. The

MANAGER will also be responsible for tracking infractions and concerns presented by Management or Artists in regard to the CBA.

7. Dancer Communications – Provide a single point of contact for Dancers for any issues that may arise and need to be communicated to staff outside of normal studio / rehearsal interactions.
8. Contracts / Partnerships – In conjunction with the Business Office, Marketing, Development, Production, and Artistic departments, create, review, and provide information for contracts / partnerships relating to artistic issues including, but not limited to: Dancer contracts, Choreographers, and Stagers. This would also include any Visa / Work Permits required for international employees or contractors.
9. Tour Manager – Will act as MANAGER while on tour and will coordinate with all necessary departments on scheduling, travel, work rules, lodging, per diem distribution, and emergency issues during the tour.
10. Parking – The MANAGER will be responsible for assigning parking permits and passes for all performances and company engagements.
11. Auditions – Coordinate with necessary departments on distribution of advertising materials, collection of auditionee information and presentation to Artistic staff. This includes vetting credentials and ensuring proper documentation.

**Position Competencies:**

To perform the job successfully, an individual should demonstrate some or all of the following competencies:

1. Theater production
2. Nonprofit management
3. Operations
4. Budgeting
5. Payroll
6. Hiring
7. Contracts
8. Labor laws (unions, etc.)
9. Project management
10. Scheduling
11. Technical acuity
12. Multitasking
13. Interpersonal Skills

**Organization-Wide Competencies:**

1. Acknowledge and learn from our mistakes
2. Celebrate our successes
3. Treat each other with kindness, dignity and respect
4. Communicate frequently, directly and openly
5. Advance diversity, equity, and inclusion

**Supervisory Responsibility:**

This position has no direct supervisory responsibilities, but does serve as a coach and mentor for other positions in the department.

**Education and Work Experience:**

Master of fine arts or business administration preferred; bachelors' degree in fine arts or related area; at minimum a high school degree or GED. As an arts vocation, formal

education, such as a college degree, isn't as important as is knowledge of the industry or experience. Position requires some training in theater arts/dance and a background in theater terminology, or any similar combination of education and experience.

**Preferred Education and Experience**

Bachelors' degree in arts or related field and 5 or more years' experience.

High school education and 7 or more years' experience

Progressive experience in theater operations and/or audience services, finding and booking spaces for rehearsal and performance.

**Work Authorization/Security Clearance:**

OBT conducts background checks after a conditional offer of employment is made. OBT reviews the results of each background check individually and assesses them on a case-by case basis for context and relevance to a job.

**Physical Requirements & Working Conditions:**

This job operates in a professional office environment. This role routinely uses standard office equipment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 20 pounds.

**Position Type/Expected Hours of Work:**

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. This position regularly requires long hours, evening and weekend work.

**Travel:**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

**AAP/EEO Statement:**

Oregon Ballet Theatre is committed to advancing equal employment opportunities. Our policy is to make all employment-related decisions without regard to an employee's race, color, creed, religion, age, national origin, marital status, mental or physical disability, sexual orientation, or any other basis prohibited by local, state or federal law. We are committed to a diverse and cultural inclusive workplace in which our differences broaden our awareness, enrich our daily experiences and contribute to our collective strengths. This policy applies to all personnel activities including employment, promotion, compensation and termination.

Oregon Ballet Theatre does not tolerate sexual harassment of any employee by another employee, supervisor, vendor, or customer for any reason.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.