

Company Manager  
Job Description

**Supervisor: General Manager**

**Supervisees: Company Management Intern**

**Job Purpose:** The Company Manager (CM) is responsible maintaining accurate records and managing contract details for all guest artists as well as for providing a positive, enjoyable hospitality experience for Guest Artists (including but not limited to actors, directors, and designers) who come to work at Portland Stage.

**Duties and Responsibilities:**

- Oversight and coordination of Guest Artists in accordance with appropriate contracts and LORT agreements
  - Work with Production Manager to contract Guest Artists
    - Complete paperwork for various unions as needed
  - Prepare, mail, and file all Guest Artist contracts and necessary supporting documents
    - Work with Business Manager to ensure appropriate payments and materials.
    - Work with Marketing to secure headshots and biographies
    - Arrange appropriate travel for Guest Artists in a timely and cost effective manner as described in contracts
  - Facilitate reasonable requests from Guest Artists
    - This may include but is not limited to travel to and from transportation centers, weekly grocery trips, show related errands, housing related needs
  - Work with Executive and Artistic Director to oversee and coordinate casting needs and databases
  - Secure, schedule, maintain and oversee housing for all Guest Artists and Interns
    - Rent out housing when not in use by Portland Stage
  - Oversight and coordination of company meals and Opening Night Parties
- Maintain and monitor appropriate budget
  - Responsible for accomplishing the duties of the job within the budget
  - Anticipating, identifying, and negotiating necessary trades to accomplish the job, as well as monitoring successful completion of trade
- Oversee, coordinate, and enforce all parking within the Portland Stage parking lot
  - Inform Guest Artist of local parking information
- Participate and help coordinate “Full Company” projects, work calls, meetings and events
  - Record, distribute, and file minutes for staff meetings
  - Order and maintain stock of office supplies.

**Qualifications:**

- Proficiency with Microsoft Office.
- Proven people skills
- Excellent communication, organizational, and time management skills
- Knowledge of working in a theater and LORT agreements is a plus
- High attention to detail
- A valid driver’s license and access to a registered and insured vehicle is required.

**Working Conditions:**

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- This position requires flexibility of schedule; mostly weekday hours with some flexibility for evening and weekends as needs arise. This is a full-time hourly and seasonal (full time from late August through late May with an additional roughly 200 flexible hours in the summer) position.
- An office is provided with a computer and access to printers, a copier, a landline phone, and internet.
- The work environment is mainly the office on the fourth floor with the need to transport people and items to various local locations on a regular basis. The office on the fourth floor is temperature controlled and requires stair access.

### **Physical Requirements:**

- Mobility: ability to reach, bend, carry and climb stairs.
- Lifting loads of 50 pounds by oneself.
- Ability to look at electronic screen for extended periods of time

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