

Company Manager and Apprentice Coordinator

Job Description

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Supervisor: Managing Director

Supervisees: Apprentices

Job Purpose: The Company Manager (CM) is responsible for maintaining accurate records and managing contract details for all guest artists and apprentices 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. The Company Manager also functions as an Apprentice Coordinator, responsible for working with various departments to hire, onboard, oversee, and schedule apprentices.

Duties and Responsibilities:

- Oversight and coordination of Guest Artists in accordance with appropriate contracts and LORT agreements
 - Work with Artistic Director and, at times, Production Manager to contract Guest Artists
 - Complete paperwork for various unions as needed
 - Prepare, send, 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
 - Work with Artistic Director to oversee and coordinate casting needs and databases, including but not limited to auditions and the auditions email
 - Secure, schedule, maintain and oversee housing for all Guest Artists and Apprentices
 - Rent out housing when not in use by Portland Stage
 - Oversee cleaning of guest artist apartments
 - Oversee company meals, Opening Night Parties and closing toasts
 - 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.
- 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
- Oversight of the Apprentice Program with other Apprentice coordinator
 - Oversee the creation and distribution of appropriate Apprentice Schedules
 - Assist in scheduling pertinent guests for Apprentice meetings
 - Field requests, complaints, and praise from Apprentices and work to fulfill and alleviate appropriate requests and complaints
 - Oversee the compilation and organization of incoming Apprentice Applications
 - Oversee and organize the paperwork associated with the incoming Apprentices
 - Oversight and coordination of Apprentice Orientation with production staff
 - Coordinate and administer the mid-year and end of year evaluations of all apprentices
 - Oversee effective management of the Apprentice company, keeping in mind the overall principle of a safe, respectful, enriching and creative learning experience for all Apprentices
- Oversee the maintenance of the Season Calendar through Google Calendars
- Oversee and maintain Maine Theater Collective

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- 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 Suite and Google Workplace.
- 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:

- This position requires flexibility of schedule; mostly weekday hours with flexibility for evening and weekends as needs arise. This is a full-time salaried position in season, and reduced time over the summer.
- 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 third floor mezzanine with the need to transport people and items to various local locations on a regular basis. The office on the third floor mezzanine is temperature controlled.
- This position requires the use of a car to transport artists and items.

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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