

# CREEDE REPERTORY THEATRE

*your theatre, always*

## Company Manager

**Reports to:** Human Resources and Operations Director

**Job Type:** Seasonal Salaried Exempt

**Ideal Contract Dates:** February to September 19<sup>th</sup>, 2019

### Essential Duties and Responsibilities

#### Travel and Housing

- Coordinate travel arrangements of company members
- Work with the Director of HR to procure housing for all company members and ensure that each is furnished with all necessary items, including internet and the proper contracts have been signed
- Manage any utility or other expenses associated with rental properties
- Communicate with rental property owners throughout duration of rental
- Manage the copying and distribution of keys
- Arrange and perform airport pickups, as needed
- Greet company members as they arrive
- Maintain and track Housing budget
- Coordinate with Facilities Manager around cleaning, weekly and at end of season
- Set up system for cleaning and accountability at the company housing

#### Administrative

- Sell tickets via phone February- April
- Compile and maintain CRT's Contact Sheet
- Set up company mailboxes
- Work with the staff to create CRT onboarding packets for Summer Company
- Collect and distribute to the appropriate departments all employment paperwork, measurement charts, bios, safety forms, etc.
- Work with your Supervisor to organize and run all company events, including Shop Shots, tech dinners and Monday events
- Maintain and track Company Management budget
- Distribute company mail on a daily basis
- Work with your Supervisor to complete weekly Actors Equity reporting and ensure timely payment of AEA reporting needs
- Reconcile daily Front of House cash for both Spektrix and our Point of Sale system and deposit monies on a weekly basis
- Deposit all other monies into the bank on a weekly basis

## Communication

- Be the main point of contact from hiring until arrival including on-boarding emails
- Address the general needs of company members
- Be on-call and the primary point-person for any company emergency (6 days a week) including taking company members to the ER or doctors when needed.
- Maintain and communicate a calendar of events to company members, via Call Board, GCal, etc.
- Send a weekly email to the entire company reminding them of upcoming events and opportunities throughout the season.
- Be the knowledgeable point person for the technical tools (e.g. calendar software, podio, e-contracts, etc.) we use to communicate with our company.

## **Qualifications, Experience and Skills**

- Must have experience in Company Management
- Able to problem solve and think quickly and calmly in high stress situations
- Must have strong organizational, communication and interpersonal skills
- Have the ability to use Microsoft Office and other office software
- Show enthusiasm to work and create a respectful, inclusive and fast pace environment.

## **About Creede Repertory Theatre**

Founded in 1966, Creede Repertory Theatre (CRT) is a professional theatre company located at 9,000 feet in a spectacular location in the San Juan Mountains of Colorado. The historic town of Creede offers beautiful mountain views, hiking trails and stunning campsites. Each season, CRT produces 7-10 plays in rotating repertory, hosts numerous musicals events and concerts, develops new works through the Headwaters New Play Program, and creates nationally recognized educational programs. As part of its values, Creede Repertory Theatre is dedicated to Equity, Diversity, and Inclusion in every aspect of the company and is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

## **How to Apply**

To apply for this position or any other production position at Creede Repertory Theatre, visit [www.creederep.org/work-at-crt/](http://www.creederep.org/work-at-crt/) between November 1<sup>st</sup> through February 15<sup>th</sup>. Please no phone calls.