

Job Title: Company Manager

Reports to: Artistic Administrator

Supervises: Production Intern

Works Closely with: Director of Production
Artistic Staff

OVERALL

Working closely with the Artistic Administrator, the Company Manager is primarily responsible for administrative and logistical matters involving artists, seasonal staff, and the orchestra. As part of a welcoming and creative organization the Company Manager will be a generalized problem solver that is highly collaborative, can maintain a positive outlook, and demonstrate leadership and prioritization skills. They should also be empathetic toward all peoples and situations and be comfortable handling sensitive/confidential information with tact. Additionally, they should be comfortable handling conflict while maintaining professionalism at all times.

DUTIES / RESPONSIBILITIES

- Booking and arranging travel for company.
- Managing housing in Opera owned complex as well as securing additional properties as needed.
- Take the lead role in the planning and execution of company parties.
- Work with Artistic Administrator, Director of Production and Orchestra Manager to ensure company contracts are issued and completed in a timely fashion.
- Maintain and distribute annual season materials
- Collect and maintain information for independent contractors, i.e. I-9, W-9, etc... ■
Gather, edit, and proofread content, including casting, for program book.
- Coordinate, submit and track all artist's fees in compliance with artists' agreements.
- Processes all non-immigrant visa petitions for foreign company artists.
- Ensure effective and timely communication to all members of the company and provides regular updates to the Artistic Director and Artistic Administrator.
- Provide logistical support to the audition process.
- Assist Director of Production in handling issues and concerns related to Workers' Compensation for artists, orchestra, and seasonal staff.
- Coordinate artist complimentary ticket requests for box office
- Attends Artistic Director meetings, Production meetings, performances, and special events to support Artistic Administrator and Director of Production as an ancillary manager-on-duty.

- Provide administrative support while in the theater during performances.
- Remain knowledgeable of and monitor industry standards.
- Other duties as assigned.

REQUIREMENTS

- Exceptional time management and organizational skills with acute attention to detail
 - Self-starting problem solver with propensity for multi-tasking with minimal supervision or direction
 - Proven, effective and efficient written and oral communications skills
 - Familiarity with opera and/or theater industry practices
 - Substantial computer literacy with proven proficiency in Microsoft Office suite
 - Ability to work under pressure, with a wide variety of personalities.
 - Experience in tracking expenses
 - Experience in logistical planning including arranging and managing travel and accommodations
 - Excellent writing, editing, and proofreading skills
 - Strong interpersonal skills
 - Ability to work well in a fast-paced environment and able to spot and solve problems quickly
 - Ability to manage multiple competing priorities and deadline driven tasks
 - Ability to effectively work collaboratively within the department and across the organization to support Artistic activities
 - Able to think ahead and maintain self-driven initiative
 - Ability to work flexible hours during opera seasons, including nights and weekends ■
- Possess a valid driver's license

DISCLAIMER

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. These statements are not intended to be interpreted as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

SALARY

This is a full-time salaried position including benefits. Salary range is \$45-50K to start paid biweekly. This is an exempt position.

APPLICATION PROCESS

Applications will be accepted electronically only. Review of application materials will be ongoing, and interviews will be scheduled on a rolling basis until the position is filled. Submit an application letter, resume and the names and contact information of three references. Email to soajobs@sarasotaopera.org with "Company Manager Search" in the subject line. For more information, please visit www.sarasotaopera.org.

Sarasota Opera is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, religion, ancestry, sex, age, familial status, marital status, sexual

orientation, gender identity and expression, disability, or genetic information. All qualified applicants are encouraged to apply.