

POSITION ANNOUNCEMENT

COMPANY MANAGER



FIRST STAGE is committed to dismantling structures that may prevent ALL people from applying for employment with us. FIRST STAGE celebrates the richness of our world by cultivating Equity, Diversity, and Inclusivity as they inspire the creativity that nurtures great art, artists, and audiences.

FIRST STAGE is an equal opportunity employer and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to race, age, religion, color, gender, sexual orientation, national origin, physical or mental disability, marital or veteran status, or any other classification protected by law.

Position: Company Manager

Status: Exempt, Full Time

Reports To: Director of Production and Director of Organizational Support

Start Date: Nov. 22 - Jan. 23

Compensation: \$38-40K annually; First Stage provides a competitive benefit package that includes but is not limited to the following: health/dental/vision coverage, generous healthcare reimbursement arrangement, vacation, and paid holidays, as well as a self-funded 403(b) plan.

OVERVIEW:

The Company Manager works collaboratively across multiple departments to ensure the wellbeing and care of the First Stage community which includes staff, crew, artists, young performers, and their families. This position manages administrative and human resources needs that include travel, housing, performer contracts, logistics, and coordination relating to production, and general business operations support.

RESPONSIBILITIES:

- Coordinate travel and accommodations for all visiting artists
- Manage the travel and housing budgets for visiting artists
- Manage the hospitality budget for visiting artists and company sponsored team building events
- Generate, Manage and Approve weekly actor and stage manager payroll
- Create and process agreements and contracts for both Equity and Non-Equity performers
- Assist Associate Artistic Director in all audition systems and communication for young performer and adult auditions
- Coordinate Opening Night events and other such events as determined by the Director of Production
- Oversee payment distribution schedules and reimbursement agreements for performers, creative teams, and technicians
- Manage company provided meals for events such as first rehearsals, board meetings, tight production turnarounds, and team building events
- Manage all artist comp ticket requests in conjunction with the box office
- Ensure hospitality needs of visiting artists are met, including assisting with scheduling doctor's visits if needed



- Maintain and Coordinate program credits and information as needed
- Assist with new hire orientation and onboarding as needed
- Assist Director of Organizational Support in the management of employee wellness, work environment, morale, and conflict resolution
- Assist in employee hospitality as needed
- Assist in COVID Compliance duties as determined by the Director of Production

QUALIFICATIONS AND SKILLS:

- Previous experience in human resources, administrative duties, arts administration and/or related area strongly preferred
- Strong communication skills
- Attention to detail in all tasks
- Knowledge of AEA and USA rules and standards a plus
- Ability to manage expenditures and budgets
- Possess a valid driver's license and be willing to drive company vehicles
- Knowledge of Microsoft Office Suite
- Ability to work nights and weekends as necessary
- Demonstrates efficient time management and prioritizes workload
- Maintains positive and respectful work environment by communicating and behaving in a positive manner with all artists, staff, and stakeholders from a variety of experience levels and backgrounds.

To Apply:

Send resume, cover letter, and 3 work references to Jessica Noones, Director of Production, at jnoones@firststage.org with the subject line - Company Manager: (First Name, Last Name)
No phone calls, please. Application submission period will remain open until position is filled.

ABOUT FIRST STAGE

First Stage, Milwaukee's premiere non-profit theater for young people and families, is currently in our 36th season. First Stage is a nationally acclaimed professional theater company drawing annual audiences of more than 120,000 people. First Stage's production season includes five mainstage shows at the Todd Wehr Theater, as well as our First Steps and Young Company Series of productions at Goodman Mainstage Hall at the Milwaukee Youth Arts Center - a total of more than 400 performances annually. First Stage also offers Theater-in-Education programs, serving 20,000 students in classrooms annually throughout southeastern Wisconsin. The First Stage Theater Academy, the largest and most high-impact training program of its kind in the nation, teaches "life skills through stage skills" to nearly 2,000 young people ages 3 - 18 each year. For more information about First Stage, including current updates on our Equity, Diversity, and Inclusion work, please visit www.firststage.org