COMPANY MANAGER

POSITION SUMMARY

Salary: $750 - $770 weekly with benefits
Location: Hartford, CT (in person)
Supervisory role: No
Department: Production
Reports to: Director of Production
Status: Full-time seasonal, non-exempt (40 hours/week)
Benefits: Yes

Who we are

Over the last year, we closed our theater doors to in-person performances, just like many others across the globe. We paused and used the time to listen, deliberate, and reflect. We looked at ourselves, and we looked at our home city—one that is mixed across differences such as race, language, sexual orientation, gender identity, and more. At our core, we became consciously aware that we do not reflect the breadth and beauty of diversity the way we could and should.

As we open our doors once again, we at Hartford Stage are seizing the moment now and taking intentional, deliberate actions to truly become Hartford’s stage.

Who we’re looking for

Maybe you’ve worked in engineering, teaching, hospitality, carpentry, or IT. Maybe you were a bartender, a ride-share driver, a nurse, or an HR manager. Maybe you’ve been looking for a different place with new scenes and fresh lighting for a while, or maybe theater has been your life for a long time, and you can’t wait to get back. This role could be that opportunity.

The position we’re filling

As the company manager, you will primarily organize and facilitate the travel and housing of all our guest artists. You are a concierge, hotel manager, local tour guide, and travel agent! You are an incredible multitasker with stamina for a fast-paced environment where organizational skills, coordination, and flexibility are of the utmost importance. You will work closely with actors and local hotels and attractions to ensure an incredible experience in Hartford.

What you’ll be doing

- Coordinating and maintaining all guest artists housing including hotels, sublets, Airbnb, and executive stays in accordance with A.E.A. rules and regulations including purchasing apartment supplies, and supervising cleaning services, maintenance requests, and internet service
- Working with the director of production to plan and budget housing and travel needs for the season including creation and revisions of apartment-use calendar
- Coordinating all guest artist and theatre staff’s travel, including administrating travel reimbursements
- Maintaining welcome packets and call board information of area restaurants, doctors, cultural attractions, etc.
- Coordinating and maintaining car rentals for guest artists, including parking needs
• Assisting guest artists with day-to-day needs or requests including grocery shopping, doctor visits, etc.
• Maintaining relationships with travel, hotel, gym, and other artistic vendors
• Distributing artist paychecks
• Liaising with other company departments to address artist requests and assisting with logistics as needed
• Being present and assisting as requested for theatre-related events that involve artists (including, but not limited to, main stage productions, readings, special events, and fundraisers but excluding most rehearsals and performances)
• Working with the finance department to manage and reconcile expenses related to guest artists, with expenditures being approved by the director of production
• Facilitating use of company van, including scheduling routine maintenance and inspections
• Coordinating with the director of production to provide coverage for the company management cell phone and associated duties, as necessary
• Administering the theatre kitchen and greenroom including purchasing supplies

What you bring

Excellence in:

• Verbal and written communication and interpersonal skills
• Working collaboratively and inclusively, mindful that we each bring our own unique styles, thinking, cultures, and talents to the team
• Discipline, flexibility, and adaptability
• Creative problem-solving
• Attention to detail and a commitment to following-through
• Multi-tasking and reorganizing priorities quickly
• Applying diversity, equity, inclusion, accessibility, and anti-racist practices, as well as their direct impacts on department activities

Bonus points:

• Multilingual
• Previous experience in theater and/or movie production, event/conference/hospitality/travel management, or supporting executives

A valid driver’s license is required.

What we bring

• A dynamic downtown location in a creative state capital with quick access to the coast, mountains, and many restaurants, shops, markets, breweries, and activities of all kinds
• An invitation to contribute to a team of talented and collaborative individuals committed to a Tony award-winning legacy
• A fun, engaging, inclusive, and equitable workplace committed to a transformative, experiential theater
• A once-in-a-career opportunity to make an impact in the field and in the Hartford community

A place where everyone belongs

Since the shutdown—under new artistic and executive leadership—our team has been actively engaged in reducing bias in all we do, and in the way we think about and practice equity, diversity, and inclusion—from drafting job postings to the performances we bring to our stage. It all begins with a workplace where every voice is heard, where every person is seen—a place where everyone belongs.

We look forward to welcoming you into the conversation. All are encouraged to apply.

Please email your letter of interest and most current resume to HR@hartfordstage.org.