



SHAKESPEARE THEATRE OF NEW JERSEY (STNJ)

Company Manager

\$37,000 - \$44,000 annually plus benefits

Start Date: April 29, 2024 or sooner

POSITION SUMMARY:

The *Company Manager* reports to General Manager and Artistic Director but interacts daily with all departments within the Theatre. The Company Manager attends to the daily, special, and emergency needs of all company members including staff, seasonal employees, actors, designers, directors, and training program participants; arranges housing and transportation; plans and implements company events; serves as liaison between company members and STNJ; maintains company records including contracts, artist payroll reporting, and contact information for artists and unions.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Housing and Transportation

- Arrange and communicate room assignments for cast and crew of seasonal shows
- Prepare housing for new arrivals
- Schedule walk-throughs and cleaning of housing
- Arrange and communicate check out processes
- Respond to housing issues or emergencies
- Arrange and communicate transportation to New Jersey for incoming cast, crew, and staff
- Arrange for travel between housing or train stations and rehearsal or performance venues
- Coordinate weekly grocery run for cast and crew in housing
- Act as liaison between STNJ and property managers and Drew University for housing leases/contracts/agreements/maintenance/etc.
- Drive company vehicles for each transportation service when needed

Administration

- Create, communicate, organize, and file contracts and paperwork for cast, crew, and training personnel
- Generate, print, assemble, and disburse welcome packets
- File AEA reports
- Process travel reimbursements
- Distribute payroll
- Track expenses
- Plan and execute hospitality events such as first rehearsal meet and greets, Welcome or Goodbye BBQ or similar events, other social events
- Assist in the artistic casting and producing of the season as necessary

Qualifications

- Undergraduate degree preferred
- Ability to work night and weekend events as needed
- Excellent communication skills
- Strong organizational skills and attention to detail
- Excellent time management skills and the ability to work well in a fast-paced, deadline-oriented and goal-driven environment
- Must be comfortable interacting with all levels of company members from interns to high profile actors to Trustees
- Ability to work independently and as part of a team
- Computer literacy, including proficiency in Microsoft Word and Excel, and experience with ticketing software
- Knowledge of the NY/NJ metro area preferred
- Valid driver's license and clean driving record are required
- The ability to carry 40 lbs is required

COMPENSATION:

Pay range for this position is \$37,000 - \$44,000 with benefits including healthcare, dental, vision, life insurance, and paid time off. Full-time, on-site. Immediate hire.

APPLICATION PROCESS:

Qualified candidates should submit cover letter, resume, and (3) three references to:

The Hiring Department
The Shakespeare Theatre of New Jersey
Employment@shakespearenj.org

No phone calls, please.

ABOUT THE THEATRE:

The Shakespeare Theatre of New Jersey (STNJ) is one of the nation's oldest, most prestigious, classic theatres, serving thousands of constituents annually through its work on its two stages, and through a large array of education programs.

MISSION:

STNJ's mission is two-fold: to bring new, relevant life to the world's classics for a diverse audience; and to use those masterworks to provide transformative experiences on stage and in classrooms. As a teaching theatre, the company is dedicated to using the classics as interdisciplinary teaching tools for artist training and arts education.

CAREER LEVEL: Entry-level

YEARS OF EXPERIENCE: none

REPORTS TO: General Manager

WORK LOCATION: onsite

DEGREE: College degree required; related work experience preferred.

SCHEDULE: Full-Time

DESIGNATION: Exempt

INCLUDES: Health Plan, PTO, Retirement Plan

The Shakespeare Theatre of New Jersey is an equal opportunity employer committed to hiring, supporting, and promoting a diverse and inclusive workforce. Equal employment opportunities are available to all applicants without regard for race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, or any other characteristic protected by applicable law. Applicants from historically underrepresented groups in the industry are encouraged to apply.

April 5, 2024