

Company Manager (Theatre)

Position Overview

The San Francisco Playhouse is seeking a multitasking and organizationally skilled theatre lover with Human Resource experience to serve as its Company Manager. The ideal candidate is detail oriented, understands the actor's union (Actor's Equity) and enjoys collaborating. The Company Manager is the point-person for all artists and is the liaison between the artists and our casting, production, general management, accounting, and the artists union. The Company Manager reports to the Producing Director and coordinates with other department heads to create the annual budget, onboard artists, facilitate payroll, contract with the union and keep communications running smoothly for the artist company for each production.

Job Type: Part-time, Non-Exempt

Pay: \$28-\$35/hour

Schedule: Weekdays; 20-24 hours/week

Location: Hybrid

Responsibilities include liaising with various departments to perform the following:

- Prepare contracts for artists, union and nonunion and send via DocuSign along with other pertinent employee paperwork; then upload the signed paperwork to each employee's Rippling profile
- Execute onboarding and offboarding for each new artist/employee via Rippling
- Ensure casting data sheet is completed/updated with all hire information and conflicts.
- Serve as primary contact for actors until they arrive for first rehearsal.
- Help prepare a contact sheet for the production by providing Production Manager with the initial CAST and UNDERSTUDY info and alert them should there be any casting changes.
- Manage and distribute welcome swag bags for acting company.
- Advise on and assist in preparation of the Casting Budget.
- Manage and lead weekly meetings with the Casting Collective lead to discuss ongoing casting processes and provide support where needed.
- Request and compile all actor bios and headshots.
- Request and compile all musician bios (when applicable).
- Request and compile all creative team bios.
- Facilitate and Review Weekly Actor + AEA Stage Manager payroll with accounting. Serve as backup payroll processor.
- Oversee travel and housing for out-of-town actors and AEA stage managers.
- Facilitate communication of AEA COVID protocols to actors and act as a link to AEA to report COVID cases that occur within the acting company.
- Provide PR and Marketing with a cast list/overview, actor bios and actor headshots once casting has been finalized.
- Act as the Equity Diversity, and Inclusion (EDI) liaison between the EDI Committee and actors.

- Administer EDI post-show survey (send to acting company) and report on results to the EDI Committee.
- Work closely with the Finance team/Bookkeeper to ensure all actor and artist payments are processed accurately and smoothly.
- Assist with BAT and MBAT season closing and contract renewal each year and AEA contract negotiations every 4 years.
- Function as AEA, Equity League, SDC and USA Liaison and provide any necessary reporting.
- Ensure that SDC and USA IATSE contracts are executed correctly.

SKILLS:

- Solid communication skills both written and verbal
- Expertise with Bay Area Theatre rulebook from Actor's Equity
- Payroll processing experience, Rippling software experience a plus
- Proficiency in Microsoft Office, especially Excel, Word
- Strong ability and interest to learn new software
- Labor law knowledge
- Project Management
- Budgeting
- Contracts
- Recruiting and Hiring
- Multitasking