



425 Lafayette Street
New York, NY 10003

Company Manager

The Public Theater is seeking a Company Manager to join the team. As the Company Manager, you will oversee the Public Theater's Under the Radar Festival (UTR) and other projects as needed. You will report to the Managing Director and be a member of the General Management department of the Public Theater.

Under the Radar (UTR) aims to provide international artists a platform to share new and cutting-edge performances. UTR has presented works by such respected artists as Elevator Repair Service, Nature Theater of Oklahoma, Tania El Khoury, Belarus Free Theatre, Guillermo Calderón, Toshi Reagon, Taylor Mac, and Daniel Fish.

Starting salary is \$67,000. For consideration, please email your resume and cover letter to jobs@publictheater.org.

Overall Responsibilities:

- Partner with the GM Associate on the day-to-day operations and management of the Under the Radar Festival
- Draft contracts for talent included but not limited to actors, directors, etc. and handle the negotiation process with agents, lawyers, and managers
- Attend cross-department and other relayed meetings
- Provide artist hospitality, including, but not limited to, delivery of gifts to artists, providing food and snacks as needed
- Facilitate appropriate security access for artists with the Operations Department
- Plan and coordinate in-person gatherings i.e. meet and greets
- Address artist physical and mental health needs including, submitting worker's comp claims, booking doctor appointments, and liaising with the physical therapy team
- Work with the House Seats Coordinator(s) and UTR Festival team to manage house seats for artists, staff, and presenters
- Be in attendance for curtains and assist the Box Office to handle artist ticketing concerns
- Process, report, and track of payroll and benefit payments for performers
- Manage and track budgets related to all assigned projects
- Travel periodically to multiple UTR venues throughout NYC

UTR Specific Responsibilities:

- Manage a team across multiple venues in NYC and oversee volunteers
- Interface with COVID Compliance Monitor to uphold COVID safety protocols
- Partner with travel agents to arrange both international and domestic travel
- Serve as a concierge for artists such as creating and distributing welcome packets and meeting artists at the airport and/or hotel
- Stay informed about travel and visa needs for all Festival artists (including COVID restrictions)

Required Competencies:

- Cultural Competency: An understanding and openness to continue learning of Anti-Racism and Anti-Oppression principles and practices, and the ability to interact effectively with people of different cultures and socio-economic backgrounds*
- Project Management: The ability to understand and design both the strategy and operational aspects of a project, the ability to manage multiple competing priorities.*
- Adept at creating partnerships and working collaboratively to meet shared objectives and goals
- Caregiving: The ability to notice, interpret, and anticipate others' concerns and feelings, and to communicate this awareness empathetically to others.

- Attention to Detail: Ability to work methodically to achieve thoroughness and accuracy when accomplishing a task*
- Flexible schedule- required to work nights and weekends as well as during December holidays

COVID-19 and Vaccination Policy:

- As a condition of employment, The Public will require all who report to work on site (either at The Public Theater or any other workspace or performing location) to receive the COVID-19 vaccine.
- The Public Theater General Management Department is currently engaged in a combination of remote and in-person work. This position will begin work remotely but is expected to begin working in person during the 2021-2022 season.

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, ability, age, or veteran status.

*Denotes language influenced by and/or used with approval from Baltimore Center Stage.