

PENNSYLVANIA BALLET
JOB DESCRIPTION

DEPARTMENT: Administration
POSITION: Company Manager

FLSA CLASSIFICATION: EXEMPT

POSITION TYPE: ■ REGULAR FULL-TIME

GENERAL DESCRIPTION:

The primary responsibility of the Company Manager is to coordinate operational logistics and touring for the Company. The Company Manager reports to the Executive Director.

TYPICAL WORK ROUTINE INCLUDES BUT IS NOT LIMITED TO:

Dancer Management

- Maintain all dancer personnel files and prepare new dancer paperwork, calculate & issue retirement/severance information as appropriate.
- Update and distribute Dancer Guide annually.
- Secure appropriate work papers/permits/visas for dancers
- Update Digital Dancer Callboard with media visits, guests in studios, etc.
- Update dancer vimeo channel for archival and study videos.
- Create dancer archival reel footage.

Union

- Prepare, distribute, collect and track AGMA dancer & stage manager contracts.
- Act as liaison between AGMA union reps, AGMA dancers, AFM musicians, Artistic team and Administration.
- Track and submit Dancer Overtime submissions per AGMA CBA guidelines.
- Ensure rehearsal & performance schedule compliance with AGMA CBA
- Participate in AGMA CBA negotiations with Executive Director & legal counsel

Touring

- Work with Executive Director to negotiate contracts for and schedule tours.
- Arrange all logistics, travel, schedules, per diem, etc for all tours.
- Work with Production to create tech riders & budgets for different touring venues and repertoire

Budgeting

- Prepare annual dancer payroll budget, update seniority formulas, promotions etc.
- Prepare annual Artistic budget, and work with Finance dept to create monthly allocations and cash flow analyses.
- Track & monitor PT budget

Artistic Planning

- Negotiate, process and track payment of all artistic contracts, licenses and royalties.
- Secure appropriate visas as necessary for guest artists – choreographers, staggers, designers etc.
- Maintain artistic files
- Track and report all artistic expenses.
- Secure hotel accommodations, per diems, and travel arrangements for visiting artists in Philadelphia, tracking use of sponsorship agreements with hotels & airlines
- Coordinate and negotiate rehearsal schedules with visiting artists and Artistic staff.
- Coordinate and negotiate performance schedules with artists and performance venues including load in/out dates, performance weeks, and performance times.
- Coordinate comp tickets for guest artists for all performances.
- Work with all appropriate departments to plan future seasons.
- Work with Production Department to secure all production components for performances.
- Gather, edit, and proofread content, including casting, for Playbills.
- Provide administrative assistance and coordination for School involvement in Company productions.
- Provide administrative assistance in the theater during performances in Philadelphia and on Tour.

Dancer Wellness

- Schedule, track, submit pay requests for Wellness provider hours – Physical Therapy and Massage Therapy
- Report injury claims for workmen’s compensation, work with medical providers to ensure payment of claims and maintain claim log.
- Coordinate and track claims with Workers Comp Insurance company (State Workers Insurance Fund) throughout duration of injuries – ensure payment of bills; track and oversee petitions between injured workers and company; act as liaison between injured workers and SWIF.
- Other duties as assigned

OTHER RESPONSIBILITIES, KNOWLEDGE, SKILLS AND ABILITIES:

- Strong interpersonal, communication, and organizational skills
- Understanding of how non-profit organizations work and a general knowledge of ballet
- Excellent writing, editing, and proofreading skills
- Microsoft Word, Outlook, Excel, basic HTML, WordPress, basic Quicktime/iMovie video editing and Internet

To Apply please send cover letter and resume to jobs@paballet.org.

DISCLAIMER:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. These statements are not intended to be interpreted as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include the aforementioned tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.