

2NDSTAGE **40 YEARS BOLD** **HAYES THEATER COMPANY MANAGER**

ESSENTIAL DUTIES & RESPONSIBILITIES

- Primary and immediate representative of President & Artistic Director and General Manager to cast, crew, musicians and creative team. Liaison between departments at 2ST such as Development, Marketing, and the press office.
- Support General Management department in tracking, drafting, negotiating, executing, and filing actor contracts
- Working with Associate General Manager, track fees and royalty payments for designers, assistants, playwrights, and directors
- Maintain contact information for agents, cast, directors, designers, and other creative team members
- Process new-hire paperwork and weekly payroll for company members
- Track and manage Company Management and payroll lines within the Production budget
- Processing of invoices for Accounts Payable
- Arrange travel and temporary local housing for out of town artists
- Oversight of child guardians and tutors for child performers
- Arrange meet & greets, closing toasts, and other company events
- Create/gather copy for Playbill, circulating for approval and maintaining bi-weekly updates
- Obtain and distribute Opening Night Gifts
- Manage transportation arrangements for cast to various functions
- Manage company/house ticket requests including comp reconciliation reports
- Monitors box office activity and institutional ticketing needs
- Manage Tony Voter ticketing and other requirements related to the Tony Awards
- Manage general production concierge requirements
- Cover all performances during the run at the Hayes Theater
- Additional duties as assigned

KEY ABILITIES & REQUIREMENTS

- Attention to detail, a positive spirit, and a sense of humor
- Ability to problem-solve and facilitate solutions to issues
- Ability to work productively under time pressures and meet deadlines
- Ability to work independently and exercise excellent decision making skills
- Experience with Microsoft Office is required
- Experience with Tessitura is helpful
- Previous experience working within LORT SDC, AEA, USA collective bargaining agreements preferred
- Experience with IATSE, Local 764, Local 751, and AFM desired
- At least 2-3 years of Company Management experience is required; company management experience on Broadway is strongly desired

This is a union position and offers competitive salary and benefits as covered by an ATPAM contract. Tuesday - Sunday with evenings and weekends “show schedule” is required. Generous benefit package including health/dental insurance, paid time off, Summer Fridays, and 401(k) included. To apply: email resume, cover letter, and salary requirements to jobs@2st.com with subject line: Hayes Company Manager. No phone calls, please.