

THE LAGUNA PLAYHOUSE

Company Manager – Job Description

Reports to: Artistic Director and General Manager

Position Status: Full time Non-Exempt; Eligible for Overtime

Salary: Commensurate with experience

Benefits: Medical & Dental (Shared Expense); 401K; Paid Vacation & Sick Leave; Paid Holidays

Job Requirement: Ability to lift up to 25 pounds

Position Summary: Laguna Playhouse, a nationally acclaimed, professional LORT theatre located steps away from the Pacific Ocean in the charming arts colony of Laguna Beach, CA seeks a full-time Company Manager. The Company Manager works directly with the Artistic and Management team to support the diverse and robust programming at the Laguna Playhouse. The Company Manager is the nerve center of the administrative offices and will ensure fluid communication between production and administrative staff. Qualified candidates will possess strong organization and multi-tasking skills, excellent follow-through and time management, computer proficiency, as well as a positive attitude while interacting with administrative staff and visiting artists.

Primary job responsibilities include:

- Draft union and non-union contracts for Laguna Playhouse artists and crew including Actors' Equity Association (AEA), Society of Directors and Choreographers (SDC), United Scenic Artists (USA), American Federation of Musicians (AFM).
- Track contract status from casting offer to full collection of all necessary paperwork.
- Collect appropriate data for the program and ensure compliance with union and contractual agreements.
- Submit payment details to the Finance Department including artist payroll, check requests, royalty and union reports.
- Assist with preparing calendars, staff communication, scheduling meetings and distribution of company-wide details.
- Arrange actor, director, stage mgr, and designer travel and accommodations and provide hospitality for guest artists.
- Maintain guest artist apartments in compliance with union standards including furniture, supplies, and cleaning.
- Liaison between Stage Management and Administration regarding scheduling, building rules and general procedures.
- Maintain detailed department files, including filing, copying, and scanning.
- Provide Artistic event support including opening nights, fundraising salons and galas, marketing events and talk-backs.
- Oversee merchandise setup, sales, and reconciliation when applicable.
- Other tasks as assigned by the Artistic Director and General Manager.

Required Skills and Experience:

- Ability to stay calm under pressure in a fast paced environment.
- One year of experience in Theatre, hospitality or related area.
- Proficiency in Microsoft Office (Word, Excel and Outlook).
- Excellent written and communication skills.
- Previous experience assisting a theatrical General Management office preferred.
- Must be willing to work in the evening and on weekends on occasion.

To apply for this position, please send a cover letter and resume to Human Resources under the heading:

Company Manager Position Application

hr@lagunaplayhouse.com