



<b>POSITION:</b>	Company Manager
<b>DEPARTMENT:</b>	Administration
<b>FULL-TIME OR PART-TIME:</b>	Seasonal Full-time, Nights and Weekends required
<b>CLASSIFICATION:</b> (Annual Salaried; Annual Hourly; Seasonal Salaried; Seasonal Hourly)	Seasonal Salaried (45 hours/week)
<b>SALARY</b>	\$900/week (housing information available on request)
<b>IMMEDIATE SUPERVISORS:</b>	Producing Artistic Director

**STATEMENT OF JOB:**

The Company Manager oversees the working and living experience of the entire Hangar Theatre Company including actors, directors, designers, and production staff for all events and performances in the 2025 Season. Reporting directly to the Producing Artistic Director, the Company Manager is part of senior leadership, supervising a part-time Company Management Assistant. The ideal candidate has a clean driving record, and is organized and flexible with excellent interpersonal skills. They should enjoy working with a supportive team in a fast-paced environment. An ability to solve problems, facilitate solutions, and work with creative people from various backgrounds is essential. Previous experience in Company Management is ideal; candidates with 2+ years in artist relations, customer service, stage management, and/or other management roles will also be considered. The Company Manager begins remote work in May but resides in Ithaca, NY June through early-August.

**ESSENTIAL JOB RESPONSIBILITIES:**

- Oversee, arrange and prepare company housing, transportation. Work with the Board Hospitality Task Force to coordinate activities and company meals
- Represent Hangar Theatre in a professional manner to company members, employees, and partner organizations. Serve as the day-to-day immediate contact with housing providers and sponsors, coordinating communication, artists needs, and housing concerns
- Serve as day-to-day immediate contact with Enterprise Car rentals coordinating communication, concerns, and the needs of visiting artists and artists in residence.
- Familiarity with the AEA SPT Rulebook and applicable union rules and standards ideal.
- Oversee and manage the Company Management department budget and spending under the supervision of the Producing Artistic Director. Track expenses; submit petty cash and credit card recompilations to the General Manager.
- Supervise one Company Management assistant, including their role in coordinating hospitality, communication, and transportation services.
- Serve as an integral leader in providing an exemplary experience for visiting artists and staff at the Hangar Theatre and augment artistic excellence and inspire audiences
- Bring any immediate concerns that are not within the roles and responsibilities of the Company Manager to the General Manager and Producing Artistic Director.

**TO APPLY:**

Please send a resume, cover letter, and 3 references to [Jobs@Hangartheatre.org](mailto:Jobs@Hangartheatre.org). We will be conducting interviews in April. Feel free to reach out with any questions as well.