

COMPANY MANAGER & PRODUCTION DEPARTMENT ASSOCIATE

Status: Full time / Exempt

Reports to: Director of Production

Salary: \$45,000

THE POSITION

The CMPA will split their time between managing artist services for all performers at the Playhouse and aiding the Director of Production with the running of the department. The CMPA will use artist riders and contracts to schedule travel, housing, and hospitality for visiting artists. Additionally, the CMPA will also help with administrative tasks like payroll, budgeting, calendar upkeep, and more.

ESSENTIAL FUNCTIONS

Management

- Produce, compile and track all union contracts, riders and other cast and guest artists documents (at the direction of the Director of Production)
- Update the playhouse outlook calendar regarding events associated with the production department
- Facilitate communication between the Production Department and the Marketing Department with reference to program and publicity information
- File all workers' comp claims from the Production Department with the insurance company before passing the information along to the HR department
- Process payroll for the cast for every production and special event

Budgeting

- Develop and administer budgets for housing, hospitality, and travel/transportation, for production, special events, and for Intern Housing

Artists' Travel

- Facilitate travel for guest artists, designers, staff, cast and crew, which includes but is not limited to train pickups and drop offs, hotel pickups and drop offs, and as required as needed
- CMPA will be required to drive a 12-passenger van multiple times a day during rehearsals and production

Hospitality

- Arrange housing, hospitality, and catering as required for productions and special events

Production

- Work with the Director of Production in preparing the items required for rehearsals, including the possible delivery of items to New York rehearsals
- Assist with preparing the hospitality items required for rehearsals, including the possible delivery of items to New York rehearsals
- Attend rehearsals as necessary and will monitor Daily Rehearsal, Performance and Front of House reports for items that may concern Company Management
- Liaise with the Production Stage Manager regarding housing, travel, and guest artists' concerns
- Serve as point of contact for all artists
- Be on site for tech rehearsals as necessary
- Collaborate with the Director of Production to fulfill special event riders
- Be on site for special events when required
- Assist development and marketing with any events that involve guest artists

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent written and verbal communications skills
- Ability to keep information confidential
- Strong interpersonal and organizational skills
- Well disciplined, flexible, and adaptable
- Exceptional attention to detail and commitment to follow-through
- Excellent with Microsoft Office with a focus on Word, Excel, and Outlook
- Knowledge of theatrical union contracts (LORT/AEA, USA, IASTI, and SDC) a plus
- Knowledge of Google Calendar.

SPECIAL COVID FACTORS

- The Playhouse functions as a fully vaccinated workplace

ABOUT WESTPORT COUNTRY PLAYHOUSE

The Westport Country Playhouse acknowledges the indigenous peoples and nations of the Paugussett that stewarded the land and waterways of Westport, Connecticut. The Playhouse is a non-profit organization that produces theater from playwrights, actors, directors, and designers of all backgrounds, while entertaining audiences and exploring human and societal issues along the way. We have begun the process of creating an antiracist environment with our staff, artists, community leaders, and board members.

We are having ongoing discussions around equity, diversity, and inclusion (EDI) as well as relevant training in antiracist practice, bystander intervention, and social justice. Playhouse staff must be committed to building an antiracist culture.

YOU SHOULD APPLY

The Playhouse 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, familial status, sexual orientation, national origin, ability, age, or veteran status.

A relocation stipend may be available, to be discussed upon job offer. For more information about the Playhouse and other job opportunities, visit westportplayhouse.org.

HOW TO APPLY

- Send cover letter and resume to resume@westportplayhouse.org with subject line: Company Manager & Production Associate Search
- Or mail to:

Company Manager & Production Associate Search
Westport Country Playhouse
25 Powers Court
Westport, CT 06880
- No phone calls or drop-in visits, please
- Application deadline: Monday, August 19.
- Ideally, the CMPA will start no later than September 16