

TheatreWorks

SILICON VALLEY

Position: Company Manager/Office Manager
Department: Administration
Reports To: General Manager
Status: Full-Time, Annual, Non-Exempt

Deadline to Apply: Position available until filled.

TheatreWorks Silicon Valley is seeking an outgoing and organized Company Manager/Office Manager to oversee and deliver all aspects of coordinating travel, housing and logistics for our guest artists, maintain a functional office environment, and support the Executive Director and Artistic Director.

Major Duties and Responsibilities:

Company Management:

- Anticipate and respond to artist needs, including being on call for emergencies.
- Maintain long term company management assets, including company cars, housing supplies, and any apartments that might be leased by the company in the future.
- Research & book airfare, local cars, and housing for visiting artists. Write and issue travel memos.
- Cultivate relationships with donors and other supporters who offer us artist housing in their homes.
- Arrange for visiting artists' shipping to and from the theatre.
- Maintain orientation information, such as dining options, safety and medical procedures, hospitality, maps and driving directions.
- Handle airport ground transport and/or coordinate volunteers or staff for airport pickups and departures for guest artists.
- Cultivate relationships with local vendors to promote sponsorships and with medical facilities and health professionals in order to quickly address actor illness.
- Track the use of our company cars and maintain cleaning & maintenance schedules.
- Schedule travel and accommodations for TheatreWorks staff members for audition trips.
- Produce welcome packets (policy sheets, cover letters, forms, maps, etc.).
- Distribute paychecks and reimbursements to all actors and visiting show staff.
- Process reimbursement requests.
- Record and track Production checking account and Company Manager credit card transactions.

Office Management:

- Distribute and collect daily mail and maintain physical company mailboxes.
- Maintain an organized, clean and functioning office environment in all shared spaces within Administration and the Green Room.
- Coordinate office supply ordering for administrative office.
- Manage company-wide calendar.
- Take minutes at staff and Board meetings.
- Implement onboarding checklist for new employees.
- Manage general office volunteers and interns.
- Provide clerical support and assistance to the Executive Director and Artistic Director, including correspondence, scheduling, travel, and special projects as directed.
- Join in company-wide activities such as the annual Gala and Season Announcement.

Qualifications:

1. At least two (2) years' experience performing similar duties and responsibilities as required of the position.
2. Knowledgeable in Microsoft Office Suite (Outlook, Excel, Word).
3. Computer software skills (the ability to understand and answer questions for basic software problems, basic knowledge of a network/cloud system).
4. Ability to take meeting minutes and format accordingly.
5. Excellent written and verbal communication skills, including the ability to appropriately communicate with a varied audience and adapt to professional and contract language.
6. Able to lift at least 35 lbs.
7. Highly responsible and reliable.
8. Strong interpersonal and problem-solving abilities.
9. A valid CA driver's license.
10. Ability to work evenings and weekends, as required on occasion.

Compensation and Benefits: Salary range is \$40,000 commensurate with experience. Employee benefits include health insurance, paid vacation and sick leave, and a retirement plan.

TheatreWorks Silicon Valley strives to be an inclusive work environment and embraces a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups to apply.

To Apply:

Please send us a cover letter and resume.

TheatreWorks Company Manager/Office Manager Search

PO Box 50458
Palo Alto, CA 94303-0458

or email search@theatreworks.org

8/20/2021