Administrative Assistant & Company Manager
Reports to: Marketing Director
Time Commitment: Full-time Employee (40 hrs per week) Occasional Nights and Weekends

Responsible for overseeing all contract and hospitality activities for guest artists.
The Company Manager is also responsible for overseeing CFRT's audition process from submissions through contracting. The position will also work directly with artists, agents, travel booking agencies, and hotel management/housing owners. As such, Company Manager is often a public face and first impression of the institution and must be extremely professional, organized, and responsive. Company Manager will also work closely in an administrative assistant capacity with the Artistic Director. Looking for someone who is passionate about the organization and our mission and wants to be a part of a team!

Salary: $40,000/year, Health Insurance, and PTO

Job Responsibilities
Artist Contracts

- Ensure all AEA, USA, and SDC (theatre unions) Contracts are up-to-date and in accordance with regulations and the law
- In collaboration with Artistic Director, write, distribute and collect contracts for all artists including actors, artists, including actors, designers, musicians, directors and choreographers
- Serves as liaison between theatre and artist agents post-negotiation
- Distribute and collect tax forms for artists when applicable, and ensure Bookkeeper has paperwork as needed

Housing

- Responsible for ensuring guest artists have adequate housing, including making reservations for artists staying in hotels
- Maintain and update a database of all available housing and contact information for management and/or booking agents
- Establish and maintain relationships with housing property management
- Serve as liaison between property and artists as needed
- Maintain a calendar to reflect all housing needs
- Oversee, schedule, and/or perform housing maintenance as needed
- Prepare and clean (or coordinate cleaning) of housing and vehicles for artists between stays, ensuring all necessities are available in housing (pots, pans, toilet paper, towels, etc.)

Transportation/Cars

- Book all guest artists flights or out of town transportation
- Pick-up and drop-off guest artists at airport/train station.
- Oversee maintenance and repairs for guest artist vehicles
- Ensure guest artists vehicles have updated and appropriate insurance cards
- Ensure guest artists vehicles have updated registration and state inspection
- Oversee use of guest artists vehicles and maintain a report of usage

Hospitality

- Compile, update and distribute guest artist information packets
- Serve as artists' primary point of contact when they are in town

- Arrange for transportation for artist errands as needed (grocery shopping, etc.)

Auditions

- Prepare and distribute all audition notices
- Update Audition Website
- Arrange for sides and scheduling for auditions in conjunction with directors
- Schedule Auditions and Self tapes

Other Duties

- Other duties as directed by Marketing Director required to fulfill theatre's responsibilities to artists
- Other duties as necessary to support the Artistic Director
- Stage Manage shows in summer and during holidays when there aren't out of town companies to manage

Job Requirements

- Strong customer service skills
- Ability to problem-solve
- Self-motivated individual, requiring minimal supervision
- Strong organizational and follow-through skills
- Ability to respond to changing circumstances quickly
- Courteous, professional, good team-player and good sense of humor
- Valid Driver's License