

## **Company Manager**

### **About St. Ann's Warehouse**

St. Ann's Warehouse fills a vital niche on New York City's cultural landscape as an artistic home for the American avant-garde, international companies of distinction, and highly talented emerging artists ready to work on a grand scale. Over 36 years, St. Ann's has evolved into a world-class theater where artists come to make work in an open, flexible space that can be reconfigured specifically to meet their needs. By virtue of the many partnerships and huge talent St. Ann's has nurtured, outstanding artists, companies and productions have been introduced on American soil, where they have had major impact on the field here and abroad. In October 2015, St. Ann's Warehouse opened its permanent home in a former Tobacco Warehouse in Brooklyn Bridge Park. The new St. Ann's Warehouse is a 25,000 square foot site, constructed within an historic brick shell, which houses two flexible performance spaces: a 10,000 sq ft open footprint Theater and a 1000 square foot Studio for smaller scale productions, rehearsals and community gatherings, as well as an open public garden, administrative offices, and lobbies.

### **Job Description**

The Company Manager at St. Ann's Warehouse oversees the general care and well-being of all visiting artists and is responsible for the coordination, management and day-to-day operation of all artist services. The Company Manager organizes flights, ground transportation, housing, hospitality and visas for all visiting artists/companies, in addition to St. Ann's staff where applicable. An integral part of the General Management and production team, the Company Manager works closely with General Management, Production Management and Finance, and serves as an important bridge between St. Ann's Warehouse and the artists working in our space. The Company Manager reports to the General Manager.

### **Responsibilities**

#### **Housing**

- Secure all housing and hotel accommodations for guest artists (this includes site visits, negotiating rates, securing contracts/leases, delivering payments, and operating within established budgets);
- Oversee the comfort of artists during their stay in New York, respond to needs of artists and companies while in New York;
- Work with local hotels, real estate agencies, and property owners to develop long term relationships for future projects;

#### **Transportation and Visas**

- Coordinate and book all international flights and transport for visiting companies and SAW Staff;
- Secure airport transfers, and all local transportation for visiting artists, where applicable;
- Work with General Management and Visa Expidtor to secure all non-immigrant visiting artist visas;
- If needed, organize Visas and transportation for any SAW related projects overseas;
- Pick up companies at airport on day of arrival and escort them to accommodations; deliver artists to airport upon departure

#### **Hospitality**

- Organize catering for rehearsals, performances, special events and staff events;
- Maintain, update and distribute Artist Information Packets for every production;
- Handle any medical issues which may arise and escort artists to all appointments;
- Communicate and follow up on any medical-related issues, including filing of insurance claims, where applicable.

#### **Accounting and Finance**

- Manage and distribute weekly per diems and account for receipts
- Work with General Management to develop all travel/housing/hospitality budgets and work within the boundaries of the production budget

#### Production and General Operations

- Assist in load-ins and load-outs of all performances and events including errand running, equipment pick-ups, etc.
- Office management: order office supplies, maintenance supplies, medical supplies, keep files organized, etc.
- Represent St. Ann's at Company meetings, if applicable

#### **Requirements**

- At least 5 years' experience in Company Management, touring, production experience and an interest in working with artists;
- A clean and valid driver's license
- Excellent communication and interpersonal skills. Ability to provide support to artist/visiting companies/staff in fast paced environment.
- Demonstrated leadership skills and the ability to self-direct.
- Solid computer and organizational skills.
- Possession or willingness to obtain a Fire Guard license from the FDNY and to acquire a certification in First Aid.
- Flexible schedule. The schedule changes based on the needs of the given production and associated events and will include evenings, weekends, and "off" hours

Competitive salary is commensurate with experience and includes excellent benefits. Please e-mail cover letter, resume, three references with contact information to [jobs@stannswarehouse.org](mailto:jobs@stannswarehouse.org) with "Company Manager Position" in the subject line. No phone calls, please. St. Ann's Warehouse is an Equal Opportunity Employer.