

## **Job Description: Company Manager**

**Reports to: Executive Director**  
**FLSA Status: Exempt**

### **Reports to the Executive Director on issues related to finance or budget and reports to the Artistic Director on issues of an artistic nature:**

As a member of the Key Manager's Group, the Company Manager oversees and supports all aspects of dancers, visiting and resident artists'.

### **Company Related Responsibilities**

- Provide support for and communication with Company Dancers and Dancer's Committee Representatives in a professional, efficient and timely manner.
- Be knowledgeable of and monitor organizational compliance with Dancer Union (AGMA) agreement.
- Create, execute and track Dancer budgets.
- Develop and advise on cost and payment of artistic performance expenses.
- Manage all aspects of projecting, and verifying artists' payroll and other compensation to include coordination with HR Director on Workers Compensation issues.
- Manage all immigration and work visa issues for visiting artists and resident artists in a timely manner.
- Handle workers compensation issues and paperwork for dancers including verification of sick leave, time loss, etc. with the State.
- In collaboration with HR Director, oversee unemployment claims and statistics pertaining to dancers.
- Collect information and establish agenda to distribute to Artistic Staff prior to Artistic Staff (Art Ops) meetings.
- Provide oversight, approve and coordinate payment of Dancer Physical Maintenance benefit per the AGMA contract.
- Provide oversight and coordination of Massage Therapy program and contract staff.
- Schedule regular meetings with Dancer's Committee.
- Coordinate with School regarding Professional Division students' salary, insurance, and transportation issues.
- Maintain, distribute and update as needed the artists' company calendar
- Encourage ongoing communication and relationship building with artists' union delegates

### **Performance Hall Related Responsibilities**

- Manage all aspects of performance hall scheduling and event coordination to include usage by all PNB departments
- Responsible for managing a positive working relationship with the Hall Staff and resolving any issues of use agreement compliance, schedule or settlement of fees and revenue

- Ensure open communication between PNB and the McCaw Hall and Seattle Center Staffs and maintain productive working relationship with all constituencies.

### **Artistic Agreements**

- In collaboration with the Artistic Director and within approved budgets, negotiate all agreements for visiting artists to include choreographers fees, royalties, licenses and the like; visiting guest artist fees and travel arrangements; touring and presenting agreements; and all other similar agreements.

### **Labor Agreements**

- Work closely with the Executive Director to negotiate labor agreements such as Dancers, Musicians, Stagehands, Wardrobe.
- Ensure compliance with relevant Union agreements as to benefits, pay and work rules

### **Touring**

- Issue, administer and maintain all contracts, licenses, and letters of agreement relating to touring and offsite performances
- Coordinate touring logistics to include travel, hotel and per diem distribution
- Support Company members fully throughout touring experience including pre and post travel.
- Assume all responsibilities for students in touring.

### **Other**

- Perform additional duties and responsibilities as assigned.

## **QUALIFICATIONS**

**Education and Experience:** College degree preferred.

**Language Skills:** Ability to communicate effectively, both verbally and in writing.

**Technical/Computer Skills:** Proficiencies in MS Office, and internet access.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and speak or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate