

Seattle Children's Theatre job description

15 May 2018

Position Title:	Company and Rentals Manager
Department:	Production
Reports to:	Production Manager
Classification:	Full-time, exempt with benefits as described in SCT Employee Handbook

About SCT: Since its inception in 1975, the Seattle Children's Theatre (SCT) has served more than 4 million children for 43 seasons of creative professional theatre and arts education classes in the Puget Sound region. SCT is one of the most prominent theatre organizations for young audiences in the world.

Seattle Children's Theatre Mission Statement: To provide children of all ages access to professional theatre, with a focus on new works, and theatre education.

Position Summary: The Company and Rentals Manager is a member of the production management team and provides support for visiting artists, production and shop managers, and manages internal and external rentals of SCT facilities.

Responsible for the support of visiting artists and production staff when traveling.

- Arrange travel and lodging for guest artists and production staff, including visa applications for international travel.
- Provide concierge services for visiting artists, including meeting and greeting guests, providing tours of SCT facilities, assisting with obtaining keys, per diem, paychecks, reimbursements, phone lists, company policies, etc.
- Manage hospitality for production "meet and greets" and technical rehearsals.

Responsible for internal and external rental of SCT facilities:

- Support rentals of SCT classrooms, rehearsal rooms, and performance spaces by internal and external individuals and organizations in accordance with SCT policies.
 - Manage reservations of SCT classrooms, rehearsal rooms and theatres.
 - Work cooperatively with renters and SCT staff to ensure a positive experience.
 - Respond to requests for information regarding outside client use of SCT facilities.
 - Meet with clients to determine the scope of their facility use
 - Schedule front of house and stage operations staffing
 - Schedule equipment as needed
- Keep records of all rentals, create invoices and collect deposits and payments.
- Support Production Shop Managers in operation of production storage facilities.

Facilitate production hiring:

- Support Production Management in creation and execution of production contracts including seasonal and show specific contracts for directors, designers, choreographers, coaches, performers, artisans, technicians, and associated artists working under union and non-union agreements.
- Assist with orientation of new production employees and interns.
- Maintain the master artist database.

- May assist Production Manager with contract negotiations.

Provide administrative support to Production Management:

- Process Production department accounts payable and payroll, including new hire paperwork, to ensure that all employees and vendors are paid in compliance with SCT policies and Collective Bargaining Agreements.
- Assist the Associate Production Manager with creation and maintenance of the master calendar and subsidiary calendars including tech schedules and on-line scheduling resources.
- Ensure the safe and economical usage of SCT vehicles.
- Support the Safety Program Administrator and shop managers in implementation and maintenance of safety programs.
- Ensure administrative compliance with the current union Collective Bargaining Agreements and Seattle Children's Theatre Personnel Policies.
- Additional responsibilities as assigned through discussion with Production Manager.

Build a collaborative team environment

- Collaborate with all staff to fulfill the artistic and practical needs of each production.
- Work with the Production team to create a positive and productive work environment.
- Support the success of other team members.

Desirable Skills & Qualifications:

- Prefer a bachelor's degree in a relevant field and two years' experience in theatrical production procedures and practices, or equivalent work experience.
- Working knowledge of health and safety priorities and practices for the performing arts, including a working knowledge of basic First Aid.
- Proficiency with Microsoft Office products including Outlook, Word, Excel, and Access.
- Ability to lead through a lens of equity, cultural awareness, and sensitivity.
- Successful experience in responsible handling of funds.
- High degree of interpretive, interpersonal and communication skills and the ability to work in a team environment.
- Strong organizational skills with ability to manage multiple simultaneous projects.
- Self-motivated and able to work independently and within deadlines.
- Mature, positive, and enthusiastic attitude towards the goal of providing the highest quality work possible, in a mutually supportive and convivial environment.
- Sense of humor, discretion, patience, willingness to learn, an eye for innovation and efficiencies, and a passion for the arts.

Work Environment & Physical Requirements:

- Enjoy working in a fast paced, non-profit environment.
- May be required to work evenings, weekends, or holidays, and travel to off-site meeting locations.
- Ability to lift, push, or maneuver up to 50 pounds repeatedly alone or with assistance.
- Current Washington State driver's license or ability to obtain one by start date.

- Offers of employment are contingent on verification and completion of a background check, which include criminal history, and of information provided by the applicant as part of the application process.

Salary & Schedule:

- Annual salary range is \$36,000-\$41,600; exempt, full time position.
- Generous benefits package that includes fully paid employee medical, dental, and vision coverage.

Application Procedures:

If you are interested in applying for this position, please via email to production@sct.org.

Please include in the subject line: your last name and “Company Manager Position” and include the following documents.

- Cover Letter.
- Resume including a list of at least three professional references.
- Diversity Statement: We would like to know more about your experience with diversity and inclusion, race and equity, and social justice. Please tell us about your experience engaging and working with diverse communities (no more than one page).

No phone calls please.

Position is open until filled.

We value a diverse workforce and an inclusive culture. We are committed to diversity in all areas of our work and encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identify or expression, age, national origin, marital status, citizenship, disability, and veteran status. We strongly encourage applications from members of underrepresented groups.

Additional Information:

The information presented indicates the general nature and level of work expected of employees in this classification and is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job. Seattle Children’s Theatre provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.