



## TITLE

Company Manager

## OVERVIEW

Ballet Memphis aspires to reveal and celebrate the universality of the human experience through dance. The organization was founded in 1986 with the mission to create a ballet company that is reflective of our community and the nation by creating, presenting and teaching ballet in a way that celebrates the human spirit. Over the years, our professional company has developed an extensive original repertoire that spotlights the unique cultural significance of our region. This work has been shared with audiences at home and at venues around the nation, including the Joyce Theater in New York City and the John F. Kennedy Center for the Performing Arts in Washington, D.C., among others. Today, Ballet Memphis operates through four program pillars: a professional dance company, a ballet school and advanced youth ensemble, robust Pilates and wellness offerings, and a growing body of community impact work.

## JOB SUMMARY

The Company Manager works closely with the Artistic and Production staff to help execute the successful delivery of performances and events. They are the day-to-day liaison to the professional company artists (~ 20 individuals), managing the company schedule and dancer attendance, workers comp, and communicating with physical therapy. They coordinate travel and logistics for Ballet Memphis guest artists and staff leadership. The Company Manager will also receive inquiries and meet with guests about rental opportunities at Ballet Memphis headquarters. This position reports to the Director of Production.

## RESPONSIBILITIES

- Company
  - Work with artistic/production staff to manage professional season calendar.
  - Track and document dancers' sick and personal time.
  - Administer workers compensation claims.
  - Maintain and update company contacts and addresses.
  - Coordinate dancer wellness program.
  - Assist in coordinating company auditions.
  
- Production
  - Manage music rights acquisitions for performances.
  - Arrange all travel for visiting artists including airfare, hotel, per diem, and ground transportation.
  - Organize logistics related to performance tours.
  - Arrange theatre parking as is necessary for all company.

- Coordinate catering and hospitality for company and staff.
- Attend weekly production meetings and all show post mortems.
- Be in attendance at all performances and other Ballet Memphis events as needed.
  
- General Duties
  - Manage venue rentals and inquiries.
  - Assist with audio and video needs for rehearsals and events.

#### QUALIFICATIONS

- Ability to work in a detailed manner and handle multiple tasks simultaneously with a positive and energetic comporment.
- Organize and clearly communicate information to staff, company artists, and guest artists.
- High degree of proficiency with Microsoft Office suite required.

#### BENEFITS AND COMPENSATION

This is a salaried, full-time position eligible for full benefits. The salary range for this role starts at \$35,000 and will be commensurate with level of experience and skill.

*Ballet Memphis works to sustain an environment that is consciously inclusive of all races, ages, religions, sexual identities, gender expressions, and abilities. We renounce racism as well as any other system or structure that perpetuates exclusion and causes harm. Our excellence derives from our diversity and we commit to continuously challenging ourselves as well as old ideas and outdated norms that hinder the full celebration of our collective humanity.*

#### TO APPLY

Qualified and interested candidates should send a resume, cover letter, and references to [careers@balletmemphis.org](mailto:careers@balletmemphis.org). Please include "Company Manager" in the subject line. Applications will be accepted until the position is filled. No phone calls, please.