

Assistant Company Manager

DEPARTMENT: Company Management

REPORTS TO: Company Manager

LOCATION: La Jolla, California on the beautiful campus of the University of California, San Diego

FLSA STATUS: This is a full-time, non-exempt (hourly) position, eligible for a full array of benefits including health insurance and 403(b) retirement plan

COMPENSATION: \$18.00 per hour

POSTING DATE: June 2022

HOW TO APPLY: Submit a cover letter and resume to resumes@ljp.org. Please include in the subject line - "Assistant Company Manager"

ORGANIZATION OVERVIEW

La Jolla Playhouse is a place where artists and audiences come together to create what's new and next in the American theatre, from Tony Award-winning productions, to imaginative programs for young audiences, to interactive experiences outside our theatre walls. Founded in 1947 by Gregory Peck, Dorothy McGuire and Mel Ferrer, the Playhouse is currently led by Tony Award winner Christopher Ashley, the Rich Family Artistic Director of La Jolla Playhouse, and Managing Director Debby Buchholz. The Playhouse is internationally renowned for the development of new plays and musicals, including mounting 105 world premieres, commissioning 60 new works, and sending 33 productions to Broadway, garnering a total of 38 Tony Awards, as well as the 1993 Tony Award for Outstanding Regional Theatre. These works include the Broadway hits *Come From Away*, *Diana* and *Memphis*, all directed by Ashley; *The Who's Tommy*; the Pulitzer Prize-winning *I Am My Own Wife*; and *Jersey Boys*.

La Jolla Playhouse is committed to diversity in all areas of our work, on and off stage. We lead with our values and encourage individuals with unique perspectives to apply. La Jolla Playhouse is proud to be an Equal Opportunity Employer (EOE).

STATEMENT OF JOB

The Assistant Company Manager assists the Company Manager in overseeing the practical needs of the artistic staff, crew, and company associated with La Jolla Playhouse productions.

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ESSENTIAL JOB DUTIES

- Act as a liaison between visiting artists and La Jolla Playhouse. Provide concierge type service and/or act as a resource for information to all visiting artists.
- Arrange Travel and Housing Accommodations for all visiting artists and for La Jolla Playhouse staff.
- Safely drive company vehicles and/or company-rented vehicles, INCLUDING 15-PASSENGER VAN to transport visiting artists to and from the airport, company housing, daily rehearsals, and miscellaneous appointments.
- Assist Company Manager with all operational details to prepare the Company Housing appropriately for visiting artists. This includes keeping an accurate inventory of housing contents.
- Assist with the planning and facilitating of special events including Welcome Company Breakfasts, Tech Night Dinners, and Closing Night Champagne Toasts.
- Follow through with visiting artists and assist them with filling out Accident Report Forms and Worker's Compensation Forms. Take them to medical appointments as needed.
- Process check request and expense reimbursements.
- Provide food service during technical rehearsals.
- Maintain upkeep of La Jolla Playhouse issued vehicles such as repairs, gas refuels, oil changes, cleaning.
- Work with the Box Office to expedite and manage house seat ticket requests as well as comps and discounted tickets for visiting artists.
- Track and coordinate contractual ticket requests for all Opening Night Performances. Work closely with the Philanthropy Department on Opening Night artist tickets.

REQUIREMENTS & PROFICIENCIES

- Bachelor's degree in Theater Arts Management, or equivalent combination of education and experience.
- Previous company management experience strongly preferred.
- Customer service and hospitality experience is preferred.
- Ability to maintain highly confidential information and use excellent judgment on a variety of sensitive subjects.
- Ability to set priorities; handle multiple assignments and deadlines, and to display excellent judgment while remaining flexible to unplanned circumstances.
- Strong knowledge of Microsoft Office, including Outlook, Word and Excel is required.
- Strong interpersonal skills including tact, diplomacy, flexibility and a positive and friendly disposition.
- Extreme attention to detail is a must.
- A high degree of creativity, initiative, and resourcefulness is required. Performing Arts interest and/or experience desired.
- In order to drive the 15-passenger vehicle, applicants must be over the age of 23 and have a clean driving record.
- Knowledge of AEA contracts preferred.
- Must have regular and predictable attendance.
- Being fully vaccinated against COVID-19 by an FDA approved vaccine is a condition of employment.

PHYSICAL REQUIREMENTS

- Frequently lifts/moves items weighing up to 50 lbs with team assistance.
- Must be able to work a flexible schedule, including nights, weekends and holidays.