

Position Description

Title: Company Manager

Reports to: Executive & Co-CEOs (Artistic Director & Executive Producer)

Works closely with: Executive, Marketing & Communications Manager, Finance Manager, Production Manager, Producer, Education Manager, Ticketing Manager, Production Coordinator and stage managers

Stakeholder Relationships: Artists, Creatives, Agents, Co-producers

Position Summary

The Company Manager is a highly effective communicator, capable of building strong relationships with agents and artists, with a precise eye for detail, multi-tasking and problem solving. The Company Manager's key area of responsibility is the artistic administration of Malthouse Theatre and the engagement with casually employed artists and creative teams across the company's artistic programs. The Company Manager works closely with the Executive to support artists at all stages of their engagement with the Company, including management of contracting, scheduling and travel.

This is a full-time position based at The Coopers Malthouse in Melbourne.

Measurable Outcomes

- Building strong relationships across the casting and creative sectors of the performing arts industry, including agents, artists, MEAA, Australian and international theatre companies and industry colleagues.
- Capacity to effectively and calmly manage competing interests under pressure.
- High level negotiating skills.
- Successful management of administration, travel and support for casual artists and creatives contracted by Malthouse Theatre
- Securing high-calibre artists for Malthouse Theatre's artistic program
- Timely and effective execution of artist and creatives' contracts for the annual season, creative developments and other activities
- High level of effective communication with the Malthouse Theatre Executive team and all stakeholders
- Effective budget management

Key Responsibilities and Duties

Contracting of Artists

- Coordination and management of Casting
- Coordination and management of audition processes
- Coordination and management of creative developments
- Coordination and management of information flow across the company
- Coordination and management of contracting of artists according to deadlines and budget.
- Coordination and management of effective communications with artists, creatives, agents, industry associates and internal staff members

Program Administration

- Coordination and management of contact databases
- Coordination and management of crediting and acknowledgements
- Coordination and management of company inductions for visiting creative personnel and artists including company policies and procedures
- Coordination and management of domestic and international travel

Artist and Industry Support

- Coordinate and manage all other company activities relating to incoming artists, companies and creative personnel according to company policies and practices.
- Attend auditions, showcases, rehearsals, readings, workshops, creative development showings, performances and other industry events as required

INHERENT PHYSICAL REQUIREMENTS

The physical requirements of your position are consistent with those of a Company Manager in a theatre company. You agree to advise the Company of any pre-existing injuries or conditions that may arise that might inhibit you in the physical requirements of the position.

TO APPLY

Applicants are asked to submit a three-page application that includes a CV and outlines suitability for the role.

Please email your application to careers@malthousetheatre.com.au

For further information, please contact

Annie Bourke

General Manager

Email abourke@malthousetheatre.com.au

Ph 03 9685 5150

Applications close 5pm on Monday 26 February 2018