

**TITLE: Company Manager**

**STATUS:** Full Time; Hourly

**PAY RANGE:** \$32.00 per hour

**SUPERVISOR:** Director of Production

**LOCATION:** Onsite, Issaquah & Everett, WA

**APPLICATION DEADLINE:** Friday May 8, 2026

## **ABOUT VILLAGE THEATRE**

Based in Issaquah, WA, with operations in Everett, WA, Village Theatre is a leading producer of musical theatre in the Pacific Northwest. Producing entertaining, quality productions since 1979, Village Theatre has grown into one of the region's best-attended theatres, with pre-Covid numbers reflecting just over 18,000 Mainstage season subscribers and 220,000 projected total attendance each season. Through its Village Originals program, Village Theatre is nationally recognized for its contribution to the development of new musicals, having supported the creation of over 175 new works to date. Village Theatre also takes pride in nurturing tomorrow's audiences through its Youth Education programs, serving over 56,000 young people and their families annually.

## **DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY**

Theatre lies at the intersection of storytelling and community. The stories we tell represent and influence our shared human experience. We believe that to tell these stories authentically, it is essential to employ equitable practices that are inclusive of and led by a diverse and culturally rich community. Village Theatre has a responsibility to mindfully support and design the impact these stories have on the audiences we serve, the artists we engage, the students we nurture, and the staff we entrust. Centering Diversity, Equity, Inclusion, and Accessibility in our work allows us to create a storytelling space that welcomes, celebrates, and honors all people.

Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At Village Theatre we are dedicated to building a diverse and inclusive workplace, so if you are excited about a role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the candidate we are looking for!

More information about our journey to be an anti-racist organization and our DEIA Committee can be found here: <https://villagetheatre.org/deia/>

## **ABOUT THE POSITION**

The Company Manager works collaboratively across multiple departments to promote the wellbeing and care of guest artists and staff. The Company Manager provides essential support for Village Theatre by coordinating, arranging and supporting all travel, transportation, and accommodations including managing Village-owned artist housing. They serve as the primary administrator for the acting company as required through preparation of onboarding documents, contracts, and information distribution on all Mainstage productions and the Festival of New Musicals. The Company Manager is

tasked with creating and maintaining an environment of radical hospitality, welcoming people from all backgrounds and experiences.

## **PRINCIPAL RESPONSIBILITIES**

### 1. Contracting and Onboarding

- In collaboration with the Artistic Department, prepare Equity and non-Equity contracts and hiring paperwork for all actors and stage managers, including assembling actor packets; and assist with additional Production Department hiring paperwork as assigned
- Ensure all hiring information, contracts and paperwork follow Village Theatre and, if applicable, union rules
- Meet and welcome visiting guest artists and provide tours of facilities and housing, car information, etc.
- Guide visiting companies through the adjustments of transferring productions to Everett and report to Everett as needed
- File union reports and/or collect information for such reporting as assigned

### 2. Hospitality

- Serve as the first point of contact to and from guest artists in regards to hospitality needs and be a conduit of information for all artists and staff working at Village
- Support the well-being of guest artists and make best efforts to support a safe, welcoming, inclusive, and equitable work environment
- Maintain, share, and administer physical and mental health and safety protocols including the physical therapy program
- Serve as the first point of contact for guest artists regarding urgent health matters, including ensuring incident reports are completed, guiding folks through accessing health care and/or workers' compensation, and transporting artists to and from said care as needed
- Attend all first rehearsals and spacing rehearsals
- Manage hospitality for technical rehearsals, opening/closing festivities, and other events as assigned; provide concierge services for visiting artists as assigned
- Generate and maintain forward-facing company documentation including call boards, who's who sheets, and additional signage as needed and directed
- Collaborate with the patron services department to arrange complimentary artist tickets and to lay out opening night seating charts
- Assist with planning and execution of events and celebrations including opening and closing night festivities

### 3. Travel & Accommodations

- Coordinate and facilitate travel, ground transportation, and housing for staff and guest artists including collaborating with outside vendors for car rentals, flights, and hotel stays
- Manage resources for Village Theatre's Anderson Artist Housing building and actor vehicle(s), manage housekeeping schedules, and collaborate with the facilities department to recommend maintenance projects and ensure repairs are completed
- Check in guests at Anderson Artist Housing and ensure apartments are prepped for their arrival with welcome information and any applicable Actor's Equity Association required household items

#### 4. General

- Assist the production management team as well as the Artistic Director and Managing Director with specific projects as assigned
- Generate and control the Company Management budget, including staying within said budget
- Generate and directly control travel and accommodation budgets for all productions and presentations, designated events, and affiliated projects; track costs and provide reports to the accounting department, and ensure the department stays on budget
- Assist in ensuring that the working environment, development and production process remain positive and constructive for staff and guest directors, actors, designers, technicians, authors and composers on all Village Theatre productions and projects
- Promote and uphold Village Theatre's core values and DEIA plan
- Utilize extreme discretion when discussing and communicating all pertinent information as it relates to casting, contracting, production, and all other Village Theatre activities
- Participate in interdepartmental meetings including production meetings and post-production debriefs
- Work with the Production Management and KIDSTAGE administrative assistant to ensure all necessary Company Management functions have coverage
- This job description is intended as a guide only. Other duties and responsibilities may arise at the discretion of Senior Leadership and the Director of Production

## **YOUR SKILLS AND EXPERIENCE**

- Exceptional people, organization and communication skills are vital, both in person and in writing
- Experience with ArtsVision a plus
- Proficiency using Microsoft Office Suite
- Ability to work both collaboratively and independently
- Experience working in observance of numerous theatrical union rulebooks a plus
- Excellent interpersonal skills, tact, and proven good judgement and discretion
- Valid US Driver's License and a willingness to drive for work purposes
- Attention to detail

## **COMPENSATION**

The hourly compensation for this position is \$ 32.00.

Additionally, Village Theatre offers a comprehensive benefits package including Medical, Prescription, Dental & Vision Insurance; 403 (b) Retirement Plan with employer match; paid Vacation, Holidays, and Sick time; Flexible Spending Account; Life and AD&D insurance. Additional information, such as waiting periods and premium rates, will be made available to final candidates.

## **APPLICATION INSTRUCTIONS**

Village Theatre is committed to equitable hiring practices that center the matching of skills, interests and learned experience over education requirements and previous employment. All applications will be redacted to provide anonymity for the candidate, then reviewed by a diverse hiring committee consisting of at least three individuals. The committee will create a rubric for assessment using the criteria from the job description. The committee will make recommendations on who should move on to the interview process based on the assessment.

All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetic information, disability, age, veteran status, or any other protected status.

Candidates who are asked to interview can expect a conversational, non-confrontational environment focused on questions that speak to experiences. We wish to remove any barriers to interviewing for our candidates and as such, interviews can be in person or over zoom, and at a time of day that works for the candidate. If you are invited to participate in the selection process and need ADA accommodation, please notify HR at [resumes@villagetheatre.org](mailto:resumes@villagetheatre.org).

To apply, please e-mail your resume and cover letter to: [resumes@villagetheatre.org](mailto:resumes@villagetheatre.org) with “**Company Manager**” and your last name in the subject line. PDF Format is preferred. No phone calls, please.