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# **Nebraska Theatre Caravan (NTC) Company Manager**

Job Title: NTC Company Manager

Department: Nebraska Theatre Caravan

Reports To: NTC Managing Director

Part-time Hourly Position

Performance Responsibilities:

* Act as primary liaison for the company members of the Nebraska Theatre Caravan’s annual tour(s).
* Create yearly rehearsal calendars with Artistic Director and Managing Director and stay within time and budget constraints.
* Take incoming calls from tour venues regarding production matters, as needed.
* Keep written records of all correspondence with each venue.
* Work with Artistic Director and Managing Director to develop an annual production budget in regards to all NTC touring and administrative overhead.
* Attend hiring conferences to facilitate technical staffing needs, as needed.
* Assist with NTC development tasks as needed and grant fulfillment requirements in coordination with OCP development staff.
* Assist with marketing, publicity and program copy, as needed.
* Manage and update the NTC website and social media outlets.
* Budget reconciliation and tracking: i.e. processing of payroll, purchase orders, invoices, etc.
* General record and file maintenance, including personnel contracts, actor resumes, venue contracts and files, sponsorship contracts, etc.
* Coordinate NTC apprenticeship needs with TTAP Director.
* Generate all hiring and casting notices for NTC touring.
* Assist NTC Artistic Director, Managing Director and Director of Finance and HR with human resource issues as needed.
* Create employees’ paperwork including issuance of contracts, all requisite payroll information, and general orientation to the company.
* Coordinate all aspects of company housing, vehicles, travel, both locally and on the road, including arrival and departure accommodations.
* Collate and process all surveys, hiring forms and venue reports.
* Recruit, hire and orient the positions of Road Managers and Stage Managers for NTC touring projects, along with the Artistic Director and Managing Director, prior to rehearsals beginning.
* Oversee Road Managers, Technical Directors and Stage Managers in all areas while on tour.
* Coordinates all hotels for company members.
* All other duties assigned by Artistic Director, Executive Director or NTC Managing Director.

Minimum Qualifications**:**

* Strong customer service skills
* Excellent communication skills
* Must have strong organizational skills, be detail oriented, self-motivated, possess ability to prioritize and be accountable for timelines and management of projects.
* Must be proactive with a strong work ethic
* Must have a high level of enthusiasm, flexibility and energy
* Experience working with Outlook and Microsoft Office including Excel and Word
* Ability to work independently and as part of a team
* Ability to work well in a culturally diverse agency with regard to both customers and employees
* Ability to work some nights and weekends
* Contribute to an inclusive environment and culture where everyone feels a sense of belonging
* Share the values of the Omaha Community Playhouse, which include inclusivity, artistic and educational impact, excellence, stewardship and community

Desired Qualifications**:**

* Familiarity with diverse shows

Salary Range:

$14 to $20 per hour