



BROADSTAGE

Associate Company Manager

ABOUT BROADSTAGE

BroadStage is an industry-leading performing arts producer and presenter located on Los Angeles' Westside, providing a platform for the world's most compelling artists working in theater, dance, and music and multidisciplinary artforms. Building upon our first decade, the organization is rising to meet a rapidly evolving set of needs for artists, audiences, community and campus, with the aim to advance our role as an invaluable cultural resource and artistic ambassador for greater Los Angeles.

A beacon of Santa Monica College – one of the country's most progressive, diverse, and accessible educational institutions – BroadStage harnesses the transformative power of the performing arts as essential to a well society. Established in partnership with SMC in 2008, we are actively aligned with the College's commitment to access and social mobility. Our core values of creativity, learning and belonging shape all programs on and off our stages. We strive to provide insight and context to the widest spectrum of our communities so that they may fully experience the artists who are at the center of our work. The organization's typical in-theater season runs September through June, with some outdoor activity during the summer and programs online year-round.

With the leadership of Artistic & Executive Director Rob Bailis, BroadStage is strengthening its impact through a new artistic vision, an expanded venue footprint, enhanced community activation and deeper alignment with SMC. Now, inside of the most extreme changes and challenges to our industry brought upon us by the pandemic, we are offered the opportunity to eliminate harmful inequities based on historical biases that have existed within our field. BroadStage is designing the future we wish to see, evolving our work for a new day and shaping the world in which we can all proudly live. We hope you'll join us as a part of our growing team. Our mission: BroadStage gathers artists, thinkers and audiences to celebrate our shared humanity and expand the role the arts play in the vitality of our diverse community.

Position Summary

The Associate Company Manager will play a significant role in ensuring that BroadStage artists are supported throughout the process leading up to their engagement. Artists are the cornerstone of our work, and we place immense importance on their experience, both on and off the stage. This position helps ensure from beginning to end, administratively and occasionally in person, that artists are looked after with respect and thoroughness.

S/he/they will be accountable for arranging accommodations and travel for visiting artists (including reserving airfare, hotel bookings, ground transportation, catering, and VISA applications when necessary). Additionally, the position will issue, review, redline, adjust, and complete all deal memos and contracts between the venue, the artists, and the artist's management. S/he/they will provide general Production support advancing the aforementioned responsibilities for performances. As needed, s/he/they will serve as Event Lead for Community and Activation events and workshops both on and off site. This position reports directly to the Director of Production.

Primary Responsibilities:

- Generate, edit, track, and send contracts to artists and agents; follow through to completion
- Manage and process artist payments and reconciliations
- Arrange travel and accommodation for artists as outlined in the contract
- Place all catering orders for artists and personnel per contract
- Determine and fulfill artists' hospitality needs based on the rider.
- Advance the backstage logistics with artists/management, including but not limited to, parking, credentials, green room hospitality, and artist comps
- Act as the onsite artist liaison for high profile productions
- Ensure the Green Room is routinely organized and well stocked with common use items
- Manage and process production vendor payments and reconciliations
- Track and reconcile all production credit card receipts
- Coordinate all event logistics for Activations on and off site: timelines, artist communications, on site supervision of production assistants and other logistical aspects, in collaboration with Programs and Activations
- Collaborate with the Director of Production on all technical requirements, planning and execution of educational and community activations on and off site
- Attend Production and Programming Department meetings as assigned
- Liaise between artists, management, and BroadStage staff
- Research, collect and maintain information on available local hotel options, transportation companies and local catering vendors
- Other duties as assigned

Minimum Requirements:

- Two years experience as a Production Associate/Coordinator
- Strong organizational, written, and verbal skills
- Ability to take initiative and problem solve, work independently and under pressure
- Self-starter who can work both independently and collaboratively
- Ability to prioritize, multitask, follow, and track tasks to completion
- Strong attention to detail and departmental operating procedures
- High level of interpersonal and conflict resolution skills
- Demonstrated experience in leading a team
- Strong administrative skills with the Microsoft Office suite, (especially Word and Excel), Google Docs, etc. (PowerPoint and Adobe Design Suite, a plus)
- Flexibility in scheduling as some evenings and weekends will be required due to the nature of the work.
- Passion for and interest in learning about contemporary performing arts.
- Cultural competency with a diverse group of artists, staff and community stakeholders.
- Personal qualities of integrity, open-mindedness and dedication to the BroadStage mission.
- Experience, ability, and commitment to working with individuals and teams that are mixed across lines of difference such as race, gender-identity, sexual orientation, religion, ability, age, class, and immigration status Strong interest in the process of presenting performing artists.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- While performing some duties of this job, the employee is frequently required to stand; The employee must be able to stand for long periods of time; the employee may have to climb one or more flights of stairs, as well as move about on the upper levels of the theater
- Specific vision abilities required by this job include seeing in the dark with use of flashlight, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- While performing the duties of this job, the noise level in the work environment can be quiet to very noisy

This is a full-time position, with scheduling that may include evenings and weekends on occasion.

Compensation:

\$58,000-\$62,000/year, Full-time/Non-Exempt

How to Apply:

Apply by sending a cover letter and resume to employment@broadstage.org. Please include “Associate Company Manager” in the subject line of the email.

At BroadStage, we believe that the performing arts are a source of joy, nourishment and connection, and that art flourishes when we all cooperate to create a space for it. BroadStage recognizes that the values of equity, diversity, inclusion, access, justice and respect must be fundamental to our work, and it is the responsibility of our staff, artists and patrons to create a welcoming environment for all. We take pride in the culture we are cultivating within our organization, as we celebrate the differences that bring us closer together.

BroadStage is an Equal Opportunity Employer and all qualified applicants for employment will have full and equal access to employment opportunities.