**PENNSYLVANIA BALLET**: Working closely with the General Manager, the Company Manager is primarily responsible for all administrative and logistical matters involving Company dancers, PBII, guest artists, artistic contract administration, and Company touring. The Company Manager provides support to the General Manager in artistic planning and administrative duties.

***Artistic Planning:*** Secure visas though immigration lawyer as needed for guest artists including choreographers, stagers, designers. Coordinate, submit and track all guest choreographer, stagers, and designer’s fees in compliance with artists agreements. Secure hotel accommodations, per diems, and travel arrangements for visiting artists in Philadelphia. Track use of sponsorship agreements with hotels & airlines. Update and provide personalized Guest Artist handbook to each guest throughout the season. Coordinate comp tickets for guest artists for all performances. Gather, edit, and proofread content, including casting, for Playbills. Provide administrative assistance and coordination for School involvement in Company productions. Provide administrative support while in the theater during performances in Philadelphia and on Tour. ***Dancer Management & Support:*** Maintain all dancer personnel files, calculate & issue retirement/severance information as appropriate. Maintain and distribute annual Dancer Calendar, Season Repertoire & Dancer Guide. Secure appropriate work papers/permits/visas for dancers. Update Digital Dancer Callboard with media visits, guests in studios, etc. Schedule, track, submit pay requests as outlined in Wellness providers agreements (Physical Therapy and Massage Therapy). Act as liaison between Wellness providers and Artistic staff. Work to increase wellness program for company members and PBII. Manage all workers compensation claims – report injury claims, work with medical providers to ensure payment of claims, maintain claim log and act as liaison between injured workers and Workers Comp Insurance company. Manage Company and PBII auditions and audition inquiries. Draft PBII annual agreements. ***Labor Relations:*** Work with General Manager to ensure Company dancer contracts are issued, or non-reengagement letters are issued, in compliance with the AGMA collective bargaining agreement. Remain knowledgeable of and monitor compliance with AGMA agreement. Track and submit Dancer Overtime submissions per AGMA CBA guidelines. Ensure rehearsal & performance schedule compliance with AGMA CBA. ***Financial Oversight:*** Prepare annual dancer payroll budget, update seniority formulas, promotions etc. Track & monitor PT budget. Compile and submit variable payroll summary to finance department Ensure legal obligations are met regarding all artistic licenses. ***Touring:*** Arrange all logistics, travel, schedules, per diem, etc. for all tours including dancer guides. Submit all necessary marketing materials to touring venues. Travel with company as main point of contact for dancers.

***Required Education, Experience and Competencies:*** Bachelor’s degree. Minimum 5 years’ experience in a performing arts organization, or relevant equivalent experience. Experience in overseeing large budgets, tracking expenses. Experience managing workers compensation claims. Experience in Immigration visa application and processing. Experience in logistical planning including arranging and managing travel and hotel accommodations. Experience with AGMA Collective Bargaining Agreements. Highly proficient in Microsoft Office Suite (Word, Outlook, Excel). Excellent organizational, communication and time management skills. Excellent writing, editing, and proofreading skills. Excellent attention to detail. Strong interpersonal skills. Ability to work well in fast paced environment. Ability to manage multiple priorities and deadline driven tasks. Ability to effectively work collaboratively within department and across organization to support Artistic activities. Able to think ahead and maintain self-driven initiative. Must pass criminal and child abuse background checks. **AAP/EEO Statement:** The Pennsylvania Ballet is an Equal Opportunity Employer.

**CONTACT INFORMATION:** To apply for this position, please follow this link to the Pennsylvania Ballet Career page at: <https://paballet.bamboohr.com/jobs/view.php?id=22> .

**DISCLAIMER:** The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. These statements are not intended to be interpreted as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

More information about Pennsylvania Ballet can be found at [www.paballet.org](http://www.paballet.org). The Pennsylvania Ballet is an Equal Opportunity Employer and is committed to the principles of equality in employment.