



Job Title: Company Manager	
Reports to: Artistic Director	
Program/Department: Artistic	
FLSA Status: Exempt	Schedule: Full-Time

SUMMARY

The **COMPANY MANAGER** is an integral part of the Artistic Department, responsible for the administration and logistical operations related to Company Dancers, guest artists, Company touring, and the coordination of the efforts of the Artistic and Production Departments. Reporting to the Artistic Director, this position works closely with the Artistic and Production Departments to implement and manage all aspects of the Company Dancers and their performances.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Company Dancer Management

- Develop, distribute, and file all seasonal contracts and handbooks for Company Dancers in collaboration with the Artistic Director and the Director of Human Resources & Diversity
- Plan and implement the Company Dancers' annual orientation including all employee forms and documents necessary for employment, in collaboration with the Director of Human Resources & Diversity
- Record and track all Company Dancer worker's compensation claims; work with Company Dancers on their injury treatment plan in conjunction with the OKCB Medical Team and Artistic staff
- Collaborate with the Director of Human Resources & Diversity on injury tracking and OSHA reporting requirements
- Work with the Company Medical Director to oversee the OKCB Medical Team, including medical, physical therapy, chiropractic, massage, mental health, and nutritionist; approve invoices and other payment requests; and obtain and manage medical licenses for the Medical Team
- Oversee all Company Dancer guesting requests and facilitate communication among the Artistic Director, Rehearsal Directors, and Company Dancers
- Work with the Marketing Manager and Rehearsal Directors to manage all dancer photo and video shoots, special events, and interviews
- Work with all departments on realizing the needs of the Company Dancers for performances or special events. Special events can include: Ballet Ball, Dance Day, Inside the Dancers' Studio, and other events as needed
- Track and record daily attendance for the Company Dancers and communicate absences to Artistic staff, including both in the studio and theatre
- Working with the Director of Finance, review and approve Company Dancer payroll bi-monthly

2. Touring

- Plan, budget, negotiate, and oversee logistics for all Company touring engagements; serves as management representation in advance of and while on tour
- Create and distribute tour packets for Company Dancers, including information regarding travel, accommodations, and schedules

3. Artistic Operations and Administrative Support

- Act as liaison between Company Dancers and management; relay information to the Artistic Director and Rehearsal Directors regarding physical condition of Company Dancers and any other information they should be aware of, in a timely and efficient manner
- Serve as information hub ensuring efficient communication among Company Dancers, Artistic staff, and Production staff, as well as with other departments as needed
- Develop and distribute all contracts for staggers, choreographers, designers, and guest artists in collaboration with the Artistic Director, including approving, submitting, and tracking payment of their fees in compliance with artists' agreements
- Develop and manage Artistic operating budget in collaboration with the Artistic Director and produce budgetary reports as requested
- Secure music licensing for Company performances when needed, including coordinating with Oklahoma City Philharmonic and Canterbury Voices and approving payments as needed
- Organize and facilitate all logistical arrangements (travel, housing, per diem, visas, etc.) for all guest of the Artistic and Production departments
- Manage the VISA petitions of international dancers and guests in collaboration with outside counsel
- Provide administrative assistance and coordination for School involvement in Company productions
- Attend all Company and OKCBII performances and special events to support Director of Production, Technical Director, and Stage Manager as an ancillary manager-on-duty
- Practice positive internal communications and a favorable working relationship with all employees to promote a positive work climate which will be conducive to maximum morale, productivity, and effectiveness
- Operate at the highest levels of commitment to confidentiality and practices that enhance and promote Oklahoma City Ballet
- Perform other duties as required or requested by the Artistic Director

QUALIFICATIONS AND REQUIRED SKILLS

- Ability to handle multiple tasks with accuracy and to establish and meet deadlines
- High professional standards with acute attention to detail
- Exceptional communication skills
- Personal qualities of integrity, credibility, and dedication to Oklahoma City Ballet.
- Required: appropriate clearance of background check; possession of a valid driver's license and insurance coverage as required by law.

EDUCATION AND EXPERIENCE

- Minimum of a Bachelor's degree or equivalent experience
- Two to three years of experience working in a performing arts company in a similar role
- Proficiency with Word, Excel, and Outlook

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND SCHEDULE

This is a fully on-site position requiring general mobility in office and theatre environments as well as various off-site locations. Must be able to lift 20 lbs and operate computers and other office equipment. General office hours are Monday through Friday 9am to 5pm, but evenings, weekends, and travel are required. Must be present during Company Dancer working hours.

COMPANY MANAGER JOB DESCRIPTION – OKLAHOMA CITY BALLET

BENEFITS AND COMPENSATION

The salary range for this position is \$45,000 to \$60,000, commensurate with experience. Additionally, the employee would be entitled to the benefits available to all full-time employees. This currently includes annual company-paid employee health insurance valued at \$4,374.25; four weeks of paid time off and 17 paid holidays; 401k Retirement Plan matching up to 4%; and company-paid Basic Term Life/AD&D Insurance. Our current Employee Benefits Guide will be provided to our final candidate.

APPLY

To apply, send your resume, cover letter, and three references to Jobs@OKCBallet.org. The position will remain open until filled, but our priority deadline is **May 15, 2024**.

EEO STATEMENT

Oklahoma City Ballet is a safe, inclusive workplace for people of all backgrounds and identities. Some candidates may feel like they are underqualified for a job if they do not have experience in all aspects of the job description. We encourage applicants that are excited about the role, regardless if they meet every requirement, to please apply. We believe similar, though different, experiences are transferrable.

Oklahoma City Ballet is committed to the principle of equal employment opportunity for all. All employment decisions are based on business needs, job requirements, and individual qualification. Oklahoma City Ballet, in compliance with all applicable federal, state, and local laws and regulations, does not believe in nor discriminate on the basis of: race; color; national, social or ethnic origin; age; religion or belief; gender; sexual orientation; gender identity; marital, civil union, domestic partner or family status; disability; genetic information; Veteran status; or any other characteristic protected by state, federal, or local law in any of its policies, practices, or procedures.

We expect and require the cooperation of all employees in maintaining a discrimination and harassment-free workplace.