

NATIONAL BUS & TRUCK TOUR COMPANY MANAGER

TROIKA Entertainment is seeking experienced Touring Company Managers for upcoming productions. The Company Manager will serve as the Play's representative while on tour and will report directly to the Producer, General Manager and Associate General Manager.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Implement and manage Producer policies and procedures across the touring company
- Develop and manage effective working relationships with all company members to ensure smooth daily running of the production
- Foster good relations between management and employees to ensure a positive workplace environment
- Solve day-to-day issues related to the Production's cast, crew, orchestra, and other personnel
- Work collaboratively in a small team that is "all hands-on deck"
- Model and support the mission and values of Troika Entertainment by demonstrating inclusive behavior and maintaining a safe and professional working environment
- Attend all performances and ensure availability to company members during all rehearsal and show hours
- Facilitate relationships with local presenters, theatres, and locally employed staff
- Manage and oversee the responsibilities of the Assistant Company Manager while fostering their professional development
- Coordinate and liaise with the HR partner and General Management on all human resources matters
- Supervise, prepare and manage payroll, financial and other records
- Reconcile, process and review petty cash, checkbook, and company credit card each week
- Assist in the management of budgets and operating procedures, including all road expenditures
- Audit engagement documents and finalize the settlement at each venue the tour plays
- Log and monitor Accident and Incident Reports and maintain workers compensation files
- Process Workers' Compensation Reports and coordinate claims with insurance vendor
- Arrange transportation and housing for the touring production
- Represent Producer with onsite VIPs and special guests at the theatre
- Administer company and VIP house seat requests
- Liaise with Publicity and Marketing departments to ensure all requests are met and implemented
- Plan events and coordinate other special projects for the production
- Other duties as assigned by the Producers or General Manager

REQUIRED SKILLS:

- Astute attention to detail
- Ability to prioritize and multitask
- Strong organizational, communication, negotiation, and interpersonal skills and the ability to collaborate well with all levels of internal and external executives and partners
- Ability to manage multiple projects at once and operate in line with proven systems
- Understanding of the various elements of the theatre process – production, technical, staging, creative and performance
- Must be able to solve problems as they arise
- Positive attitude and the ability to remain effective under pressure while managing staff and motivating teams for best results
- Can-do attitude and willingness to roll-up-sleeves and do whatever it takes to get the job done
- Ability to work autonomously as well as part of a broader team
- Experience working in a dynamic, high-energy environment with a demanding workload while maintaining a friendly demeanor at all times

REQUIRED QUALIFICATIONS:

- Previous experience in company management
- Touring experience preferred
- Prior experience in providing work direction, coaching others, management or related area preferred

SALARY

Commensurate with experience and based on the size/scale of the production.
Salary: \$1,400-2,000/week.

LOCATION

This position will be expected to travel with the production on tour.

About TROIKA Entertainment

TROIKA Entertainment is a theatrical production company producing touring musical theatre productions throughout North America and internationally. We are based in Rockville, MD a suburb of Washington DC. The location of our corporate office provides the comfort of suburban living while being easily accessible to NYC by train. We offer a competitive compensation package commensurate with experience, which includes a comprehensive benefits package. For more information please visit our website at www.troika.com.

All applicants should send an updated resume and cover letter to: careers@troika.com