



Warehouse Manager – Job Description

Position Classification – FULL TIME

Warehouse Manager Summary:

The Troika Entertainment Warehouse Manager has experience in warehouse and shipping logistics, small business management, and a working knowledge of theatrical production operations and vocabulary. Warehouse hours of operations are 8am – 5pm Monday – Friday, however weekend and evening work may occur.

Principal Responsibilities:

- Responsible for all operations and upkeep of warehouse facilities.
- Coordinates and schedules all warehouse vendor relations and activities, including but not limited to; truck rental and logistics, communication with warehouse management company, utilities, trash removal and recycling, and janitorial services.
- Manages and organizes all onsite and offsite storage facilities.
- Responsible for maintaining and upkeep of items in storage.
- Responsible for storage management and interior logistics inside of warehouse.
- Coordinates all warehouse trucking. Coordinates between the Production team, hired drivers, and truck rental companies.
- Responsible for invoicing and billing for all warehouse services per guidelines and rate sheets as dictated by TROIKA Entertainment.
- Maintain all operating protocols and work to refine and develop further processes and procedures for the warehouse.
- Assists with shipping and freight in conjunction with the Production department
- Manages and coordinates all warehouse labor, including drivers, unload/reload labor, and fabricators to repair outfitting.
- Responsible for upkeep, repair, and stocking of all outfitting. Should create and maintain rental sheets of all outfitting that includes pictures, serial numbers, and history.
- Creates and maintains a working inventory for all warehouse equipment and supplies.
- Oversight, management and coordination of all scenic and costume rental packages.
- Will participate in company meetings, show calls, and operation planning as needed.

Requirements:

The Warehouse Manager should have experience in warehouse and shipping logistics, a background in theatrical production, and have a working level of carpentry and fabrication knowledge. The ideal candidate should have excellent communication and organizational skills. The Warehouse Manager should have experience in all Microsoft Office programs. Theatrical production experience preferred.

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. Periodic weekend and evening work is expected. 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

TROIKA Entertainment LLC is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex (including pregnancy, sexual orientation and gender identity), national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or local laws. Our policy reflects and affirms our Company's commitment to the principles of fair employment and the elimination of all discriminatory practices.