



## **COMPANY MANAGER**

3.10.2021

### **Company Overview**

The mission of Texas Ballet Theater (TBT) is to create, present and tour world-class ballet, from classical to cutting-edge and promote its appreciation, accessibility, and technical mastery among students, pre-professionals and audiences of all ages. We are honored to be the only arts organization to serve as a resident company of leading performance venues in Dallas and Fort Worth – the Winspear Opera House and Bass Performance Hall. Our internationally recognized Company is built on a rich 59-year history, and boasts a repertoire that is creative, artistically expressive, and collaborative.

Texas Ballet Theater is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Texas Ballet Theater is committed to equality and social justice. We commit to a safe space for LGBTQ communities.

### **What we have to offer you**

- Benefit package which includes health insurance, time off benefits and matching 403B (within allowable limits).
- A respected and successful company.
- Being a part of the arts while investing in the Fort Worth and Dallas communities.
- A leadership team dedicated to students and dancers, and to achieving the mission.

### **About your Manager**

- Reports to both the Executive Director and the Artistic Director.
- Task Driven, with expectation of a quick turnaround.
- Balance between two leadership styles (analytical/urgent versus a people-oriented work style).

### **Department Description**

The Company Manager connects the Artistic vision of the organization to financial requirements, monitoring expenses associated with all aspects of the Artistic production budget. The Company Manager serves as liaison between artists, Marketing, Development, and all other teams within the organization. The Company Manager reports to the Executive Director and the Artistic Director. The Executive Director will prepare the annual performance evaluation with guidance from the Artistic Director. This position is exempt.

### **Position Description**

The Company Manager oversees administrative operations of the Company and provides support to the Artistic Director as it pertains to the Company dancers. Oversees and implements all administrative activities related to dancers and visiting artists, including contracts, immigration status (application for OI and PI visas), travel arrangements, payments, LOA's, workers compensation claims, wellness programs, unemployment insurance, and other administrative duties as they emerge. Maintains and distributes Company class and rehearsal schedule; monitors attendance, sick leave, and dancer vacation time records. The Company Manager ensures the Artistic team members have needed resources to complete their work and meet department goals, including financial goals. Develops and implements budgets in coordination with Production, Wardrobe, the Artistic Director and Finance Director. Prepares reports for senior management and upholds



organization policies ensuring the department members are complying. Represents the Artistic staff at Development events when needed. Upholds and models organizational morals and values. Serves as Secretary taking minutes, prepares reports and presentations for the Board of Governors' Artistic Committee. Reviews and edits all documents sourced from the Artistic team and/or prepared for the Artistic team from Marketing and Development teams. Attends all meetings with the Artistic Director for documenting purposes.

### **Attributes needed to be successful**

Consistency, persistence, ability to follow policies, and ability to organize team members around common goals (financial and artistic). Must be customer- and people-oriented. Highly capable of providing caring attention, support, and instruction. Able to handle multiple pressing deadlines and able to function in a fast-paced environment. Must have excellent written and verbal communication skills to support Artistic teams and guide management of the department. Ability to analyze and problem solve to overcome obstacles that may prevent the department from reaching its goals. Organizational and time management skills are critical to meet deadlines.

### **Education Requirements to be Qualified for the Role**

Minimum of 2 years of experience in a related field with demonstrated ability to liaise between parties including demonstrated capability and maturity to protect confidential information and build trust and rapport between Executive Leadership, the Artistic Team and Dancers. Bachelor's degree with a focus in business administration or art management is preferred. One year of relevant experience may be substituted for each year of required education. High degree of proficiency with Microsoft Office (Excel and Word).

**Please submit resumes to: [humanresources@texasballet.org](mailto:humanresources@texasballet.org) by 10 April 2021. Please outline why you are seeking this position and any direct experience with similar positions and institutions.**

### **Our Mission:**

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