



---

|                      |   |
|----------------------|---|
| Hiring Company Name: | Texas Ballet Theater                                    |
| Position Title:      | Company Manager, FLSA exempt.                           |
| Reports To:          | Artistic Director and Executive Director                |
| Location:            | Fort Worth Studio and Performance Venues throughout DFW |

### Organization 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 for leading performance venues in Dallas ATT&T Performing Arts Center and Fort Worth Bass Performance Hall. Our internationally recognized Company is built on a rich 64-year history and boasts a repertoire that is classical, neo-classical, and contemporary. ,

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 LGBTQIA+ 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 achieving the Texas Ballet Theater 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 the 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. Must be available to work nights and weekends during productions.

## **Position Description**

The Company Manager oversees the administrative operations of the Company and provides support to the Artistic Director as it pertains to the Company dancers. Oversee and implements all administrative activities related to AGMA, dancers and visiting artists, including contracts & LOAs, immigration, travel arrangements, payroll & payments, Workers Compensation, wellness programs, Unemployment Insurance, and other administrative duties as they emerge. Maintain and distribute Company class and rehearsal schedule, monitor 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 meetings when needed. Upholds and models organizational morals and values. Reviews and edits all documents sourced from the artistic team and/or prepared for the artistic team from Marketing and Development teams. Attend all meetings between Dancers and the Artistic Director for documenting purposes. Work closely with the Executive Director and Finance Director on contracts, letters of agreement and budgets.

## **Key Responsibilities include but are not limited to:**

### **• Dancer Liaison:**

- Manage schedules, budgets and program related to Health and Wellness of our dancers with TBT's cooperating partners including but not limited to UNTHSC Performing Arts Medicine & Orthopedic Sports Medicine Institute.
- Document and manage dancer reviews.
- Provide support for and communication with AGMA Dancer Delegates in a professional, efficient, and timely manner.
- Be knowledgeable of and monitor organizational compliance with AGMA CBA. Manage all aspects of projecting and verifying artists' payroll and other compensation to include coordination with the Finance Director on Workers Compensation issues.
- Manage all immigration and work visa issues for visiting artists and resident artists in a timely manner.
- Handle workers compensation issues and paperwork for dancers, and other employees as necessary, including verification of sick leave, time loss, etc.
- In collaboration with the Finance Director oversee unemployment claims and statistics pertaining to dancers.
- Provide oversight and coordination of the Physical Therapy program and contract staff.
- Maintain, distribute, and update as needed the artists' company calendar.

### **• Administrative**

- Coordinate and work with the Artistic Director, Production Director and Artistic Staff on artistic seasons two years out.
- Develop and implements the Artistic Production Budget with Finance, Executive, Artistic, and Production Director to include monthly reconciliations.
- Coordinate and facilitate meetings with the Artistic Team for pro-active planning, scheduling etc.
- Act as liaison between Artistic and Administrative teams.
- Coordinate and oversee contract schedules for the Artistic and Production Departments. Work with Executive and Production Director in delegation.
- With the Executive Director, negotiate contracts with incoming artistic and production artists. Works closely with the Production Director as well.
- Review and edit program book on behalf of the artistic and production departments.
- Working with School and Artistic Team to identify preferred Audition Sites and Recruiting Program.
- Oversee administrative operations of the Company and provide support to the Artistic Director.
- Maintain and distribute Company class and rehearsal schedule, monitor attendance, sick leave, and dancer vacation time records.

- Create, maintain, update and in conjunction with the Marketing team, disseminate current Company information, including, but not limited to headshots, biographies, reviews, awards, and recognition.
  - Assist in the scheduling and facilitation with media representatives, administrative staff, and dancers, with Artistic Directors.
  - Consult with Artistic Director on marketing and special event initiatives requiring the dancers. Coordinate with the Director of Marketing and Sales and Special Events Manager, regarding, for example, but not limited to guest accommodations and travel, soliciting in-kind donations of goods and services, photo shoots, institutional marketing, special event appearances and public relations efforts.
  - Process check requests, generate reports and budget balance statements.
  - Oversight of the Company and presenter website (pages) to ensure accurate and timely updates are implemented.
  - Create and facilitate event outlines for all productions and disseminate to front of house staff at both venues.
  - Oversee and implement the Collective Bargaining Agreement elevating issues to HR and/or Finance as appropriate.
- **Touring**
    - Company Manager may tour with company
    - Research venues (theaters, colleges, universities, festivals, competitions, special outdoor events etc.) presenting dance. Work with the Artistic Director and Executive Director in identifying TBT priorities and solicitation. Prepare reports for the Artistic Committee
    - Issue, administer and maintain all contracts, licenses, and letters of agreement relating to touring and offsite performances.
    - Coordinate touring logistics to include travel, hotel and per diem distribution.
    - Support Company members fully throughout touring experience including pre- and post-travel.
    - ⊕ Maintain tour venue administrative, technical, box office and outreach contacts, as appropriate-
    - Make all travel arrangements for the Company and Artistic Directors for all tours, including air and ground transportation, accommodation, per diem, etc.
    - Ensure that venues receive timely information including the receipt of necessary data: current technical riders, program copy, promotional materials, etc. for performances.
    - Follow up on contacts re: (schedule of residency events, transportation and accommodations, outreach, program copy).
    - Research accommodations for tour venue cities if the Company is responsible.
    - If financially viable, travel with Company to ensure that the needs of the Company are met re: travel, accommodations, medical issues, outreach, merchandise, local transportation, etc.
- **Other**
    - Perform additional duties and responsibilities as assigned.

### **Education and Qualification Requirements for the Role**

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. Must have excellent written and verbal communication skills to support artistic teams and guide management of the department. An 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. Experience in a related field with demonstrated ability to liaison between parties including demonstrated capability and maturity to protect confidential information and build trust and rapport between Executive Leadership, Artistic Team, and Dancers. High degree of proficiency with Microsoft Office (Excel and Word).

### **Attributes Needed to Be Successful**

**Leadership:** Ability to foster a collaborative and initiative-taking work environment.

**Problem-Solving:** Strong analytical and critical-thinking skills to assess complex issues and devise effective solutions. Initiative-taking style, able to move forward and implement decisions even when obstacles are encountered.

**Communication:** Excellent verbal and written communication and people skills to interact with internal teams, external teams, vendors, and other stakeholders. Demonstrated capability and maturity to protect confidential information and build trust and rapport with parents, students, and staff.

**Organizational Skills:** Exceptional organizational abilities to manage multiple tasks, projects, and priorities simultaneously while keeping commitments. Reliability, punctuality, and commitment to the program schedule and needs.

**Attention to Detail:** Meticulous approach to maintaining accurate records, managing budgets, ensuring TBT standards are met, full compliance with safety regulations.

**Adaptability:** Flexibility to adapt to changing circumstances, priorities, and emergent situations in a dynamic environment. .

**Represent TBT with integrity, credibility, and curiosity.**

Please submit resumes and cover letter to [humanresources@texasballet.org](mailto:humanresources@texasballet.org).