



COMPANY MANAGER

*Full Time / Non-Exempt Position
Some weekend and evening hours*

Lookingglass Theatre Company, a nationally recognized ensemble theatre company located in Chicago Illinois, seeks an experienced and enthusiastic Company Manager. Lookingglass Theatre is an Equal Opportunity Employer. Salary is competitive with other comparable not for profit positions. Benefit package includes health insurance, generous vacation, and paid holiday schedule.

General Job Description:

The Company Manager will assist the Production Manager in the day-to-day operations of the Production Office including keeping accurate records of Production finances and contracts, providing support for artists and productions and events, both in the Water Tower Waterworks and offsite, and giving clerical and other office support to other projects managed by and/or affiliated with the Production Department.

Responsibilities:

- Maintain and improve Production Office records and systems, including but not limited to expenses, cash advances, payroll, reconciliations, financial databases and show databases.
- Process weekly payroll for hourly employees and other support staff.
- Reconcile expense reports with the business office no fewer than four (4) times each year.
- Book travel and housing for Lookingglass affiliates.
- Manage and maintain the Lookingglass condo for artists' residences.
- Manage Production Ventra cards, and Lyft account
- Serve as primary resource and point of contact for out of town artists
- Maintain Company Calendar, including approving room reservation requests.
- Generate, manage and distribute contracts for: AEA and NonEq actors, stage management, crew, understudies, and assistant designers.
- Provide the Executive Director with administrative support around specific production and facilities-related projects.
- Provide Production-related support in company-wide events, i.e. Gglasserquerade, Season Kickoff, and semi-annual Artistic Retreats.
- Maintain per show dry cleaning.
- Create Understudy program stuffers
- Maintain SM supplies inventory
- Production Intern interviews and hiring
- Provide support for facilities and vendor appointments as needed
- Manage amenities needs for any outside rehearsal locations

The ideal candidate will possess the following qualifications:

- 3 or more years of administrative or clerical support experience
- Excellent knowledge of Excel and Outlook
- Excellent written and verbal communication
- 3 or more years of theatrical experience

Qualified applications should send a cover letter, resume, 3 references and salary history to Sarah Burnham, Production Manager, at sburnham@lookingglasstheatre.org. Please include Company Manager in the subject line. Applications will be accepted through February 9th. No phone calls please.