



Company Manager

Globe Theatre is looking for a Company Manager to oversee and support all artists who are contracted by the Globe Theatre,

Globe Theatre is Saskatchewan's largest performing arts organization with an annual operating budget of \$4.2 million. Located in the historic Prince Edward Building in downtown Regina, Globe Theatre is Canada's only permanent theatre-in-the-round. The theatre presents a six-seven main stage series as well as a second stage series that showcases new work and emerging artists. Globe Theatre School offers multi-disciplinary theatre classes for children, teens and adults, a professional actor training program and apprenticeships. Globe encourages a team-oriented environment where the efforts of all employees are focused on supporting the art.

The individual in this position must enjoy working collaboratively. In addition to having superior interpersonal, time management, communication, project coordination, and problem-solving skills, the Theatre expects the Company Manager to:

- Coordinate and schedule all auditions
- Draft, distribute and receive contracts according to CAEA, ADC, PGC and AFM agreements.
- Update our website with cast and creative team information
- Plan, coordinate and oversee all travel and accommodations needs for all visiting artists which includes preparing/maintaining timelines and budgets
- Solicit photos and bios from all artists and "proof" the bios for accuracy
- Problem solve and troubleshoot the needs of all artists, which may occur outside of business hours including evenings, weekends and public holidays.
- Provide various administrative support for the shows on both the Main Stage and Shumiatcher Sandbox series
- Maintain the artist database
- Coordinate any touring productions, traveling with the production as the artists main contact, and liaison to the various venues
- Oversee the apartments leased by the Globe Theatre for use by the artists.

Any prior experience with negotiating contracts will be considered an asset.

Globe offers a competitive salary and benefits package including employer contributed RRSP.

The Company Manager is a Full Time Position. Interested individuals should email a letter of interest, resume and references to:

Steven Balkwill, Director of Production
E-mail: careers@globetheatrelive.com

This posting will close on **November 19, 2017**

We thank all candidates for their submissions though only individuals selected for an interview will be contacted by the Theatre.