



Company Manager

Reports to:	President & CEO
Classification:	Full-time (exempt)
Work Schedule:	Monday–Friday, 9am–5pm (<i>early mornings, evenings, and weekends as needed</i>) Summer Schedule: Tuesday–Sunday during Festival Season (May–August)
Salary Range:	\$50,000 – \$60,000 annually (<i>depending on experience, benefits included</i>)
Location:	Administrative Office: 4875 Ward Road Suite 100, Wheat Ridge, CO During Festival: Central City

POSITION SUMMARY:

The Company Manager is responsible for administrative and logistical matters involving artists, seasonal staff, orchestra, and stagehands for Central City Opera’s annual summer festival. This position oversees the working and living experience of the entire Festival. The Company Manager will report directly to the President & CEO, and work closely with the Music Director, Production & Technical Director, and the Controller and Director of Human Resources. The Company Manager supervises all Festival interns, the House Manager, and the Scheduler. In addition to the Festival, the Company Manager will also provide production and administrative support for other Central City Opera events and performances as needed.

Previous experience in Company Management is ideal. Candidates with five or more years of experience in artist relations, customer service, stage management, and/or other management roles will also be considered. The Company Manager position is based in the greater Denver area; and receives company housing in Central City, CO, where they will reside from mid-May through mid-August.

RESPONSIBILITIES INCLUDE:

- ◆ Oversees and manages, in conjunction with the President & CEO, the Festival budget and spending
- ◆ Tracks expenses, submits and manages petty cash, and credit card reconciliations to the Controller and Director of HR
- ◆ Work with the President & CEO, Production & Technical Director, and the Controller and Director of HR to ensure company contracts are issued and completed in a timely fashion
- ◆ Books and arranges travel for the company
- ◆ Manages housing in Opera–owned properties as well as secures additional housing as needed
- ◆ Maintains and distributes Festival materials and documentation to all artists and Festival staff
- ◆ Supports and maintains general HR standards, procedures, and practices within the organization and assists, as needed, with company member HR concerns

- ◆ Supervises submission of Festival payroll materials, onboarding process, and manages Festival employee and contractor needs under direction from the Controller and Director of HR
- ◆ Gathers, edits, and proofreads content, including casting, for the program book in collaboration with Marketing
- ◆ Coordinates, submits, and tracks all artists fees in compliance with artists' agreements
- ◆ Processes all non-immigrant visa petitions for foreign company artists
- ◆ Ensures effective and timely communication to all members of the company and provides regular updates to the Music Director and the President & CEO
- ◆ Provides logistical support for the audition process
- ◆ Supports the Production & Technical Director with issues and concerns related to Workers' Compensation and vehicle insurance claims necessary
- ◆ Attends artistic meetings, production meetings, performances, and special events to support management as an ancillary manager-on-duty
- ◆ Provides administrative support during performances and events
- ◆ Facilitates COVID protocols in conjunction with the COVID compliance officer
- ◆ Takes the lead role in planning and execution of company parties, activities, and company meals
- ◆ Other duties as assigned

TRAITS AND CHARACTERISTICS:

As an integral part of a welcoming and creative organization, the Company Manager will be a highly collaborative problem solver who demonstrates leadership. This individual should have a positive outlook and empathy for others, managing sensitive and confidential information with discretion and tact. The Company Manager should be comfortable handling conflict while maintaining professionalism at all times. The ideal candidate has a clean driving record and is highly organized and flexible with excellent interpersonal skills.

A goal- and results-oriented leader, the Company Manager will listen, observe, and gain an understanding of the motivations of others. An effective communicator who shows sensitivity to a diverse group of people and perspectives, they will be an authentic relationship builder with the ability to think both analytically and creatively. The Company Manager will inspire and move team members forward with a keen sense of humor and joy in their interactions with people from all racial, political, socioeconomic, and cultural backgrounds.

Other key competencies include:

- ◆ **Leadership and Teamwork** – The ability to inspire, build trust, and create a sense of purpose and direction while tactfully handling challenging and sensitive issues
- ◆ **Professional Accountability and Interpersonal Skills** – The capacity to accept responsibility for actions and results, reevaluate, and develop long-term relationships with people across the organization and throughout the community.
- ◆ **Planning, Organizing, and Goal Orientation** – The dexterity to adapt quickly when dealing with unpredictable situations while establishing and meeting specific, measurable, attainable, reviewable, and time-sensitive goals.

- ◆ **Time and Priority Management** – The flexibility to prioritize and complete tasks to deliver desired outcomes, effectively managing difficulties and delays to complete tasks on time while creating an environment that is conducive to effectiveness.

QUALIFICATIONS:

- ◆ Minimum of 5 years of previous company management or related experience in a professional opera company, performing arts organization, or relevant equivalent experience required
- ◆ Exceptional time management and organizational skills with acute attention to detail
- ◆ Ability to manage multiple competing priorities and deadline-driven tasks
- ◆ Self-starting problem solver with the propensity for multi-tasking with minimal supervision or direction
- ◆ Ability to think ahead and maintain the self-driven initiative
- ◆ Experience in building and strengthening relationships
- ◆ Outstanding interpersonal written and verbal communications skills
- ◆ Attention to detail, analytical skills, and problem-solving abilities
- ◆ Professional, positive attitude with the ability to work cooperatively with a broad range of individuals, even while under pressure
- ◆ An appreciation for and fluency in talking about opera, music, and the performing arts

Skills and Abilities:

- ◆ Substantial computer literacy with proven proficiency in the Microsoft Office suite
- ◆ Experience in budget management and expense tracking
- ◆ Experience in logistical planning including arranging and managing travel and accommodations
- ◆ Patron-centric and customer service focused
- ◆ Outstanding interpersonal skills with the ability to function in a collaborative environment while also working independently
- ◆ Must be amenable to fluctuating work schedules during busy periods, including the summer festival
- ◆ Evening and weekend work and driving to Central City and other event locations required
- ◆ Bi-lingual candidates encouraged
- ◆ Valid Driver's License

BENEFITS

- ◆ A comprehensive benefits package including medical, dental, and vision coverage
- ◆ 100% paid life insurance and long-term disability insurance
- ◆ Generous paid time-off policy for flexible personal use and holidays
- ◆ 403(b) Retirement Plan with immediate eligibility to contribute

EQUAL EMPLOYMENT OPPORTUNITY

CCO is committed to creating and sustaining an inclusive and equitable work environment. Equity, diversity, and inclusion are core values and we are currently working to expand our capacities in these areas with company-wide understanding that this is an ongoing process that must be embedded into the fabric of the organization. We encourage candidates who identify as BIPOC, LGBTQ+, otherwise-abled, and other underrepresented identities to apply. All applications will receive consideration for employment.

HOW TO APPLY:

Please send your resume and a cover letter to hr@centralcityopera.org.

Position available until filled.