

**JOB POSTING**  
**December 14, 2021**

**Company Manager**  
**ROYAL MANITOBA THEATRE CENTRE**

*The Royal Manitoba Theatre Centre exists to celebrate the widest spectrum of theatre art. Deeply rooted in the province of Manitoba, which gave it life and provides for its growth, Royal MTC aspires to both reflect and engage the community it serves. Canada's oldest regional theatre, each season Royal MTC produces ten plays at two venues as well as the Winnipeg Fringe Theatre Festival, The Bridge: A Festival of Ideas, and an annual regional tour. [royalmtc.ca](http://royalmtc.ca)*

**COMPANY MANAGER**

We are seeking a dynamic individual to join the Artistic department at Royal MTC on a full-time permanent basis. The Company Manager supports and facilitates the artists involved in productions, workshops, new play development, and any other ancillary activities. The Company Manager reports directly to the Producer and will also offer administrative support to the Artistic Director and Associate Artistic Director.

The ideal candidate is highly organized, possesses a warm and professional demeanor, and has a passion for the arts!

**Key Responsibilities**

- Coordinate General Auditions, show-specific Auditions, and Youth Auditions
- Prepare production registration forms, contracts and riders; collect payroll information from artists and file fully executed paperwork with Accounting and the appropriate affiliations
- Book travel and accommodation for visiting artists and for staff events, meetings, or conferences
- Serve as the primary contact for artist accommodation, transportation, health or well-being; be available evenings and weekends as necessary to provide support with emergencies or issues
- Supporting the COVID Officer and senior management in communication, logistics and policy development regarding COVID safety for artists.
- Steward child performer requirements, including communication with parents and guardians, and liaison with Stage Management and Child Supervisors for productions
- Maintain the Artistic Database, Production History files, and Script Storage
- Support for other Royal MTC projects such as The Lawyers Play, Fringe, Outreach and Education, and Fundraising events as needed
- Board liaison duties, including managing our Board Effect portal, assist the Executive Director and organization in coordinating Board and Committee meetings; minute-taking, distribution of materials

**Skills and Qualifications**

- Post-secondary education in a related field is considered an asset
- Minimum of two years' demonstrated experience or equivalent experience in a similar role
- Highly organized with a strong attention to detail
- Experience with CAEA, PACT, ACTRA or other collective agreements considered an asset
- Proficiency in Microsoft Office, experience with Casting Workbook and Tessitura considered an asset
- Time management skills with the ability to work independently and in a fast-paced environment

In addition to this position being a great opportunity for anyone with a passion for theatre and the performing arts, Royal MTC offers a collaborative working environment, a salary of \$45,000 - \$50,000 depending on qualifications and experience, and a comprehensive benefits package. Royal MTC requires all staff to be fully vaccinated.

Interested candidates are asked to submit a cover letter and resume via <https://www.northstarats.com/Acuity-HR-Solutions/Company-Manager/65241> by **Friday, January 21, 2022**

As demonstrated by our Equity, Diversity, Inclusion and Anti-Racism [Commitment to Action](#), Royal MTC is on a deliberate and strategic path to creating an inclusive environment for all employees and becoming an anti-racist organization. We desire to attract a workforce that reflects and shares these values. Recognizing the history of underrepresentation of Indigenous, Black, and people of colour (IBPOC) employees in our company, we will prioritize qualified individuals who self-identify as IBPOC.

We are committed to accommodating applicants with disabilities throughout the hiring process and will work with all applicants requesting accommodation at any stage of our process. If you require additional accommodations, please email [hr@royalmtc.ca](mailto:hr@royalmtc.ca).

We thank all candidates for their interest; however only candidates selected for further consideration will be contacted.