

POSITION TITLE:	Seasonal Associate Company Manager
REPORTS TO:	General Manager
WORK SCHEDULE:	Full time/40 hours a week – Monday to Friday; select evenings and weekends during production periods. Seasonal position available immediately through April 30, 2027, with possibility of extension
WORK LOCATION:	Los Angeles
STATUS: (Exempt/Non-Exempt):	Non-Exempt
COMPENSATION:	\$1,096.16-\$1,134.62/week equivalent to \$57,000.32-\$59,000.24/annualized
BENEFITS STATUS:	Eligible
DEPARTMENT:	Management

ABOUT THE COMPANY

At Center Theatre Group, we believe theatre creates an extraordinary connection between artists and audiences. As one of the nation's most influential non-profit theatre companies, we provide the broadest range of theatrical entertainment in the country at the Ahmanson Theatre, the Mark Taper Forum and the Kirk Douglas Theatre. Whether it's producing new work through our robust artistic development programs or engaging people of all ages and backgrounds across Los Angeles through our community and education programs, we put theatre at the center of it all.

Center Theatre Group commits to creating a safe space where access, belonging and a positive workplace culture are rooted in all levels and aspects of our work. We aim to attract, nurture and retain staff in a supportive home where we can be our best selves. We celebrate our commonalities and embrace our differences to ensure that everyone has access to our work onstage, behind the scenes and in the community.

POSITION SUMMARY

Supports the management for actors and creative team for each production at the Mark Taper Forum (MTF) and Kirk Douglas theatre (KDT) for the 2026/27 fiscal year and other productions as assigned, including managing travel and housing preparations and ensuring each company is well attended to and supported during their residency.

PRIMARY RESPONSIBILITIES

1. Work as part of the Company Management team for all productions at the Mark Taper Forum (MTF), Kirk Douglas Theatre (KDT), and help support New Play Development projects and Ahmanson Theatre as needed. The Associate Company Manager will work as part of the company management team to handle all logistical and administrative operations for productions, serving as the main point of contact for all visiting artists employed by CTG. This position will work as part of the management team with specific productions and projects assigned. Company Management duties include, but are not limited to:

- Manage the onboarding and orientation process of actors and creatives for their time working at CTG.
 - Book travel and housing for out-of-town actors and creative team.
 - Manage company house seats, complimentary preview tickets and coordinate company's opening night tickets.
 - Exercise Managerial judgement when anticipating and responding to the needs of artists.
 - Obtain local services as needed for Company (physical therapy, medical specialists, etc.).
 - Maintain effective communication with stage managers during pre-production, rehearsal and run of the show.
 - Support Assistant General Manager/Company Manager with managing Workers' Compensation process for all injured actors and other company members, and field any personnel issues that may arise.
 - Work closely with General Management Staff during all aspects of production and various departmental tasks.
 - Work closely with the Artistic staff during pre-production, and the production process.
2. Associate Company Manager will be expected to work each first day rehearsal, first technical rehearsal, select preview performances, and opening and closing nights for productions they are assigned to cover. In coordination with others on the company management team, they will provide on-site show coverage (at half hour) no less than 2 performances a week for shows at MTF and KDT and shall provide 1 weekend day coverage for productions in performance.

SECONDARY RESPONSIBILITIES

- Demonstrate an ongoing commitment to ensuring that access, belonging and a positive workplace culture are rooted in all levels and aspects of our work.
- Attend weekly Management Dept meetings, periodic CTG staff Meetings, and others as assigned
- Support General Manager and Assistant General Manager/Company Manager with miscellaneous Casting administrative tasks.
- Other duties or projects as assigned.

Center Theatre Group provides a dynamic working environment in which duties and responsibilities may change. Employees are expected to be flexible and responsive to changes in the scope of their duties.

QUALIFICATIONS

- Microsoft office (Word, Excel, Outlook) and Windows XP proficient
- Able to multi-task and work independently
- Overall working knowledge of theatre management including but not limited to the production process, box office and house management.
- Basic knowledge of AEA, SDC, USA, and IATSE unions and their LORT agreements.
- Must be organized, detail oriented and possess excellent interpersonal skills.
- Able to work with many different personalities and groups, a "people person"

- Strong written and verbal skills.
- Act as a role model for all employees of the theatre by demonstrating behavior and work ethic expected of all CTG employees; ensuring standards by implementing all human resource policies and procedures.
- Excellent judgment and discretion
- Knowledge and interest in theatre.

MINIMUM REQUIREMENTS

- Ability to sit, type and work at a computer for extended periods of time.
- Ability to lift, carry 20 pounds
- Clean driving record and valid driver's license
- Willingness and ability to work 40 hours per week. Flexibility to work overtime as needed.
- 2+ years of theatre or management experience, preferably working in a live theatre setting.
- Proven ability to manage and foster a team environment.
- Ability to make independent decisions in a dynamic environment.

All employees are required to pass a background check.

To ensure a safe and healthy workplace, CTG recommends that all employees stay current with COVID-19 vaccinations and boosters.

COMPENSATION

CTG offers a comprehensive compensation and benefits package including retirement plan options, escalating paid vacation, sick, personal days and holidays, and health benefits including medical, dental, vision, life and long-term disability insurance, flexible spending accounts and employee assistance program.

HOW TO APPLY

Tell us why you are the ideal person for this job.

Please send your resume and cover letter to **managementjobs@ctgla.org**. Please be sure to include the position title in the subject line of the email. Due to the heavy volume of resumes received, emails that do not include the job title in the subject line of the email may not be considered. In the cover letter, please indicate how you became aware of this position, e.g., name of website, current employee, other source.

No phone calls please. We will contact qualified individuals to set up interviews.

Center Theatre Group is an equal opportunity employer and does not discriminate against any applicant on the basis of race, religion, sex, sexual orientation, gender identity, marital status, color, ancestry, disability, age, national origin, pregnancy, veteran/military status, genetic information or any other basis prohibited by law. CTG will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring Ordinance.