



Marcello Angelini, Artistic Director

Company Manager

The Company Manager will report to the Artistic Director.

Job Overview

The Company Manager oversees and implements all administrative activities related to dancers and visiting artists including contracts, immigration, travel, payments, tax compliance among others. The Company Manager is also the liaison between AGMA, the Artists' union, and management. As such, a thorough knowledge of Tulsa Ballet's collective bargaining agreement will be required in this position.

The company manager is responsible for, in communication with the Director of Production, monitoring expenses associated with the artistic/production budget throughout the season as well as organizing all logistics for Tulsa Ballet's national and international tours. The company manager also serves as a liaison between artists and the marketing and development teams within the organization.

A successful candidate will be very organized, a great communicator, able to handle multiple pressing deadlines, and able to function in a fast-paced environment

Responsibilities and Duties

- Arrange all travel for visiting artists including airfare, hotel, per diem, and ground transportation.
- Draft and issue contracts to dancers and visiting artists.
- Coordinate all immigration and visa matters with foreign dancers and artists.
- Administer workers' compensation claims.
- Oversee and process audition applications for interested dancers.
- Organize all logistics related to performance tours (including foreign tours).
- Manage all logistics related to Artistic Director's annual European audition tour.



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- Supervise dancer wellness program and team members.
- Ensure compliance with tax and union regulations.
- Maintain relationship between Tulsa Ballet and relevant in-kind donors.
- Budget, monitor, and forecast artistic expenses.

Qualifications

- Bachelor's degree in either business or arts management.
- 2+ years of experience preferred in related field.
- High degree of proficiency with Microsoft Office (Excel and Word)