



FLORIDA REPERTORY THEATRE

Seeks Company Manager

ABOUT THE THEATRE

FLORIDA REPERTORY THEATRE is a fully professional regional theatre company serving Southwest Florida and is now entering its 29th season as an ensemble-based, artist-centered organization.

Located in the heart of the downtown Fort Myers River District, Florida Rep performs in the 393-seat Historic Arcade Theatre and the 100-seat ArtStage Studio Theatre. Its professional productions bring more than 100,000 people to the River District annually, while its vibrant Education & Outreach programs reach an additional 45,000 young people each year.

Over the course of each season, more than 100 professional actors, directors, stage managers, designers, technicians, and theatre artists join the company's 60+ staff and interns to produce nine professional productions, a play reading festival, three touring TYA productions, and six summer camp and teen conservatory productions, among other programming.

Florida Rep is a hub of culture and creativity in the heart of downtown Fort Myers. With artists and creative professionals arriving from across the country throughout the season, the Company Management office plays a central role in welcoming them to Fort Myers and supporting their work while in residence at the Theatre.

ABOUT THE POSITION

Florida Repertory Theatre seeks an organized, resourceful, and people-oriented Company Manager to lead the Theatre's Company Management office. The Company Manager serves as a primary point of contact for visiting guest artists, creative professionals, seasonal staff, and interns and plays an important role in creating a welcoming, professional experience for everyone working in residence at Florida Rep.

Working closely with the Producing Artistic Director, Executive Director, Associate Artistic Director, and departments throughout the organization, the Company Manager oversees the day-to-day logistics of artist and seasonal staff housing, travel and transportation, contracting and hiring documentation, and other needs associated with bringing artists to Fort Myers.

The Company Management office is a small, hands-on department consisting of the Company Manager and Assistant to the Company Manager. The successful candidate should be comfortable both managing the administrative and logistical responsibilities of the department and taking an active role in its day-to-day work. This includes preparing and maintaining company housing, doing laundry, transporting artists to and from area airports, and responding to the practical needs that arise throughout a busy producing season.

This is a full-time position in a fast-paced and dynamic environment. The position requires excellent organizational and interpersonal skills, flexibility, sound judgment, and the ability to solve problems independently. Evening and weekend work is regularly required based on production, travel, and artist schedules.

KEY RESPONSIBILITIES INCLUDE (BUT ARE NOT LIMITED TO):

- Oversee approximately 40 company housing units across three apartment and condominium communities in and around downtown Fort Myers, including housing documentation, furnishings, maintenance coordination, and resident needs.
- Serve as the primary liaison between apartment and condominium leasing offices and the Theatre's Business Office, communicating about leases, renewals, policies, and other housing matters and ensuring necessary information and documentation are coordinated between all parties.
- Maintain the Theatre's company housing inventory, including furniture, linens, household supplies, and small appliances.
- Prepare company housing for arriving artists and seasonal staff, including cleaning and setting up apartments, laundering linens and towels, arranging furniture, and ensuring units are ready and welcoming for occupancy.
- Coordinate travel and housing arrangements for out-of-town artists and creative personnel, including flights, ground transportation, arrival and departure schedules, and other travel logistics.
- Provide transportation for visiting artists to and from Southwest Florida-area airports and other locations as needed throughout the season.
- Serve as a primary point of contact for visiting artists and seasonal staff while they are in residence, helping address housing, transportation, and other logistical needs that arise during their stay.
- Work closely with the Artistic and Production departments to prepare and distribute hiring paperwork to artists, talent agents and managers, and the Theatre's Business Office.
- Prepare and distribute union contracts and related documentation for visiting members of Actors' Equity Association (AEA), United Scenic Artists (USA), and Stage Directors and Choreographers Society (SDC).
- Supervise and work alongside the Assistant to the Company Manager in carrying out the day-to-day responsibilities of the department.

- Oversee and maintain the Theatre's small fleet of vehicles used by visiting artists, including coordinating maintenance, cleaning, and addressing vehicle issues as they arise.
- Maintain the Theatre's script and score library for each production, including distributing materials to creative personnel and coordinating the timely return of rented materials to licensing agencies.
- Manage incoming and outgoing mail for the Theatre.
- Track departmental expenditures and prepare monthly expense reports for the Business Office.
- Respond to changing schedules, unexpected travel or housing issues, and other Company Management needs that arise throughout the season.

QUALIFICATIONS & EXPERIENCE

Florida Rep welcomes applicants from a variety of professional backgrounds. While previous experience in professional theatre or the performing arts is preferred, candidates with relevant experience in hospitality, travel, logistics, administration, event management, or other people-focused environments are encouraged to apply.

Successful candidates will demonstrate:

- Strong organizational skills and the ability to manage multiple schedules, priorities, and deadlines simultaneously.
- Experience coordinating logistics, travel, hospitality, customer service, administration, or related operations.
- Excellent interpersonal and communication skills and a genuine interest in working with and supporting a wide variety of people.
- Strong problem-solving skills, good judgment, and the ability to respond calmly and effectively when plans change or unexpected issues arise.
- The ability to work independently while collaborating effectively with colleagues across multiple departments.
- Comfort with both administrative work and the hands-on responsibilities of Company Management.
- Proficiency with Microsoft Office/Microsoft 365 and the ability to learn new systems and processes.
- Availability to work a flexible schedule, including evenings and weekends as required by production, travel, and artist schedules, and to respond to occasional after-hours or performance-related needs when necessary.
- Ability to regularly lift and move items weighing up to 50 pounds, including furniture, packages, luggage, and company housing supplies.
- A valid driver's license and the ability to safely operate company vehicles.

HOURS, COMPENSATION & BENEFITS

This is a full-time, salaried position. The Company Manager's schedule varies based on production and artist needs and includes regular evening and weekend responsibilities, particularly related to artist arrivals and departures, travel, housing, and special events. The Company Manager may occasionally be called upon to assist with unexpected or emergency needs outside the regular schedule.

Florida Rep offers two compensation options based on the successful candidate's housing needs:

\$46,000–\$51,000 annually without company housing; or

\$31,000–\$36,000 annually plus a two-bedroom apartment provided by Florida Rep.

Salary within the applicable range will be determined based on experience and qualifications.

Benefits include employer contributions toward health, dental, and vision insurance; paid time off; and complimentary employee parking in a gated lot adjacent to the Theatre.

Florida Rep offers a collaborative, friendly, and supportive working environment where employees are encouraged to grow professionally and contribute meaningfully to the organization.

TO APPLY

Please send a resume and cover letter to Chris Verrill, Executive Director, at jobs@floridarep.org.