

Assistant Company Manager

Paramount Theatre/Aurora Civic Center Authority (ACCA), an innovative organization located on Stolp Island in the Fox River in the heart of the richly diverse community of historic Aurora, Illinois (one hour from downtown Chicago), is seeking an Assistant Company Manager. ACCA is the parent organization, which also includes a 501(c)3 arm under the name of Paramount Arts Centre, Inc. It operates three performance venues: the 6,000-person RiverEdge Park, the 1,843-seat landmark Paramount Theatre, and the 165-seat, newly renovated Copley Theatre. In July of 2024 it will also open Stolp Island Theatre: a 9,000 square foot development that includes an intimate 98-seat 4,600-square-foot theater. ACCA produces and presents over 500 performances each year, including star-studded touring productions, a self-produced Broadway Series of musicals and the self-produced Bold Series for an annual audience of 350,000 patrons from over 250 communities. ACCA proudly operates the Paramount School of the Arts in the new John C. Dunham Aurora Arts Center, right next door to Paramount Theatre in downtown Aurora. Paramount Theatre also hosts free community events, \$1 Classic Movie Mondays and its opulent interiors provide a spectacular backdrop for private functions such as wedding receptions or corporate galas. Across the street from Paramount Theatre are the gorgeous Meyer Ballrooms, which play host to multiple wedding receptions and rental events throughout the year.

Paramount Theatre/Aurora Civic Center Authority is committed to being a defining catalyst for personal and community transformation by:

- making the performing arts accessible for every age and socioeconomic background,
- introducing the magic of live theater across generations to encourage expansive imaginations and broad views of people and the world,
- and contributing to the future stability and growth of Aurora's downtown.

The highest purpose of any theater is to inspire its community toward a more perfect humanity. Such humanity can exist only when every member of the community is included and valued, empowered and heard. To express this truth, ACCA commits its leaders, volunteers, artists and staff to the active, continual and accountable pursuit of the following principles: equity, inclusion and diversity.

DEPARTMENT – Production Department

DIRECT REPORTING – This position reports to Company Manager (CM) and the Vice President of Production (VP)

WORKS CLOSELY WITH – CEO, VP of Production, Company Manager (CM), Company Management Associate (CMA), Artistic Department, Production Department, Artistic Department, Marketing Department, Education Department, Office Management, Finance and Human Resources Department, Cast Members, Musicians, and Crew

POSITION STATUS & SCHEDULE – Full time exempt; In collaboration with VP, CM and department needs, span of day and days off can be flexible. Nights and weekends are needed at times; sometimes time-sensitive duties take place outside scheduled hours.

COMPENSATION – Starting salary range of \$45,000 to \$55,000 with benefits package including health insurance, paid vacation, personal and sick time, paid parental/family leave, 401K with employer match, and complimentary tickets to Broadway Series and Bold Series productions.

HIRE DATE – As soon as 2/12/24 or otherwise mutually agreed upon date

POSITION SUMMARY – As the Assistant Company Manager you will work with the Production and Artistic departments to facilitate produced productions by Aurora Civic Center Authority. Your chief responsibility as Assistant Company Manager is to hire and contract acting company members and then continue enriching their experience by handling logistical and administrative duties while collaborating with diverse perspectives. You and your team are most often their first impression of the organization and constant resource throughout each production.

KEY RESPONSIBILITIES –

- Administrative tasks within the following branches of work:
 - Finance/Human Resources (HR) i.e., liaise for and with HR when sensitive issues arise and assist in conflict resolution if necessary, complete expense reports and submit reimbursements; process weekly and monthly invoices from vendors.
 - Production/Artistic i.e., communicate and collaborate with talent agencies and professional unions; coordinate with Company Manager to execute actor and stage manager contracts; Distribute and maintain all appropriate paperwork for company members; collaborate with CMA, Stage Management and the Production Department to create, distribute and enforce policies and hospitality information; read and respond to rehearsal and performance reports as needed.
 - Hospitality i.e., coordinate with internal departments to help plan opening night and closing night events, organizing opening night tickets and gifts, coordinate ground transportation, air travel and housing for out of town artists; manage and work with CMA, operational cleaning staff and operations staff to maintain company-owned artist housing.
- Work with CEO, VP and CM to bolster and maintain company morale.
- Advocate for company members to ensure an equitable, positive and enriching work experience.

In addition to the duties listed above, ACCA expects the following of each employee: adheres to ACCA's policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets productivity standards; participates in ACCA events as needed or required; and completes other duties as assigned.

REQUIRED EXPERIENCE, SKILLS and ABILITIES –

- Knowledge of Microsoft Office or similar applications and basic accounting practices
- Understanding of the artistic process
- Excellent interpersonal, teamwork, and diplomacy skills
- Willingness to learn and openness towards different views and perspectives.
- Superior written and verbal communication, organizational and time management skills
- Ability to work independently *and* collaboratively in a fast paced, rapidly changing environment
- Capacity to approach challenges and stressful situations in a calm, creative and diplomatic manner

PREFERRED EXPERIENCE, SKILLS and ABILITIES –

- Working knowledge of theatrical unions (AEA, CFM/AFM, SAG-AFTRA)

HOW TO APPLY

Please submit a cover letter and resume using the online job application at <https://paramountaurora.com/opportunities/> or click on the link below.

APPLY FOR THIS JOB ONLINE

Or mail/drop off to: Aurora Civic Center Authority, ATTN: (Ellen Dillenburg), 8 East Galena Blvd., Suite 230, Aurora, IL 60506

ACCA is an Equal Opportunity Employer committed to creating a diverse and inclusive environment, and applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability status, marital or familial status, veteran status, or any other characteristic protected by law. ACCA encourages people of all backgrounds to apply, including people of color, women, LGBTQ individuals, people with disabilities, veterans, and others who are eager to help us achieve our vision of a diverse and inclusive community.

ACCA participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, ACCA is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating the employment. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.