

# Ballet San Antonio®

## COMPANY MANAGER | POSITION DESCRIPTION

Company:	Ballet San Antonio
Job Title:	<b>Company Manager</b>
Employment Type:	Full-Time, Exempt
Compensation:	\$40,000 - \$45,000 plus health benefits
Reporting To:	Artistic Director
Location:	San Antonio, TX

The mission of Ballet San Antonio (BSA), a professional classical ballet company, is to share the splendor of dance through diverse artistic performances and outreach programs that reflect, promote and enrich the cultural heritage of the South Texas community. It holds an uncompromising commitment to continually attract and nurture exceptional professional dancers, create distinctive performances and make dance accessible to the widest possible audiences through partnerships with local organizations.

In this position, the Company Manager is responsible for providing a single point of contact between Artistic and Staff/outside stakeholders overseeing and implementing all administrative activities related to the Artistic Department and Dancers. The Company Manager will report to the Artistic Director, but will occasionally report certain business and HR information to the Chief Executive Officer.

### Supervisory Responsibilities

- Provide supervision and clear communication to ensure the smooth running of day-to-day operations in-studio and in-theatre
- Promotes communication and cooperation among divisions to create a spirit of unity in the organization

### Duties / Responsibilities

- Assist the Artistic Director in supervising the dancer's work, attendance and well-being
- Assist the Artistic Director in generating progress reports on each dancer
- Assist the Chief Executive Officer in administering Workers' Compensation claims
- Oversee and process audition applications for interested dancers
- Coordinate with all relevant departments to create and distribute the Weekly/Daily Rehearsal Schedule, Dancer Event and Activity Calendar
- Organize cast changes and notify all relevant staff including, but not limited to, the Production Department, Wardrobe Department and Marketing Department
- Manage and maintain the current and archival video files for rehearsal footage to ensure complete records
- Facilitate and oversee all shoe ordering for the dancers and performance attire ordering with the Wardrobe Department
- Arrange and oversee the PT and Medical Team schedules for both in-studio and in-theatre
- Continually seek to develop and improve working practices
- Performs other related duties as assigned.

### Required Skills / Abilities

- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Strong supervisory and leadership skills
- Effective planning and time management skills
- Proficient with Microsoft Office Suite or related software

*Interested applicants should submit a cover letter and resume with references to [INFO@BALLETSANANTONIO.ORG](mailto:INFO@BALLETSANANTONIO.ORG) for consideration.*

**Ballet San Antonio is an equal opportunity employer and hires and employs individuals without regard to race, color, gender, age, disability, or any other characteristic prohibited by law.**

Relocation assistance is not available for this position.