



# ELEVATOR REPAIR SERVICE

47 Great Jones St. 3rd floor New York, NY 10012  
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## **Elevator Repair Service - Company Manager**

Elevator Repair Service Theater is seeking a highly organized, detail-oriented Company Manager to oversee administrative and production aspects of our work, helping to produce both the company's New York City and touring engagements and residencies. The Company Manager will serve as a crucial point of contact between outside theaters/presenters and the ERS creative ensemble, and is responsible for executing and communicating a number of producing logistics around each engagement: from travel/lodging arrangements for tours to collecting/reviewing press and marketing materials. They will work closely in collaboration with ERS's Producer and also directly assist the Artistic Director. Responsibilities include:

- Compiling program materials: soliciting company member bios and headshots, as well as compiling credits and show descriptions to send to presenters
- Helping to review marketing materials and create press releases
- Coordinating with presenter's press office to collect/compile press materials for shows
- Managing and/or creating ticketing systems for self-produced work and work-in-progress showings
- Drafting and distributing union contracts for performances and rehearsal periods in collaboration with the Producer
- Helping to coordinate production talk-backs, panel discussions, and outreach events in connection with ERS's work
- Travel with the company on tour and act as the key point person coordinating company needs and logistics
- For touring engagements, working with the presenting venue to arrange travel and lodging, as well as making visa arrangements where applicable; prepare all tour-related internal and external documents (schedules, information sheets, contact sheets etc.) to share with presenters and/or ERS company
- Field general inquiries from presenters, student groups, scholars/research inquiries, and interns
- Attend and take the minutes for production and staff meetings
- Work as the calendar assistant to the Managing and Artistic Directors, helping to arrange and organize their ERS-related schedules

## **Requirements:**

Ability to travel nationally and internationally, have a valid driver's license.

## **Compensation and Benefits:**

Salary: \$40,000 with additional overtime pay on tour. This is a permanent, full-time (10:00 am - 6:00 pm), non-exempt position at our office at 47 Great Jones Street in the East Village; some schedule flexibility is possible.

ERS has a robust benefits package including:

- Health, Dental and Vision with 10% employee contribution, plus a \$1,000 flex account to help cover co-pays and deductibles
- 3 weeks paid vacation, plus paid weeks off at Thanksgiving and New Year's
- 9 paid federal holidays
- 10 sick days and 5 personal days
- Summer Fridays: the office closes at 1:00 pm all Fridays between Memorial Day and Labor Day
- Paid Family Leave
- 403(b) plan (with no employer contribution) is also available

To apply, send a resume and cover letter describing your interest and qualifications to [hr@elevator.org](mailto:hr@elevator.org) with Company Manager in the subject line.

Initial interviews will take place by phone; finalists will be interviewed in-person at the ERS office.

ERS recognizes that people may acquire the necessary skills and experience for this position in a variety of ways and welcomes candidates from all backgrounds. BIPOC candidates and those who have not historically been represented in the theater community are strongly encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

## **About Elevator Repair Service:**

Elevator Repair Service (ERS) is a 30-year old New York City-based theater company. Our best known show *Gatz*, a six and a half hour performance using the entire text of *The Great Gatsby*, has toured to over two dozen cities nationally and internationally. All work is generated by company members and developed over an extended period in a highly collaborative process. We have a very active 2022 calendar with three shows in production: *Baldwin and Buckley at Cambridge*, a re-enactment of a 1965 debate between James Baldwin and William F. Buckley Jr., will tour extensively before having its New York premiere at The Public Theater; our production of *The Seagull* will open at the NYU Skirball Center for the Performing Arts in February 2022; and we will present our commissioned work based on James Joyce's *Ulysses* on June 16th, 2022 at Symphony Space.