General Management Associate & Company Manager

Job Description
40 hours/week - Full-Time
Reports to: General Manager

Position Summary
This position will work closely with staff, artists, and the wider Twin Cities artistic community. The General Management Associate & Company Manager will perform key administrative duties under the direction of the General Manager; provide support with facility management, and support the organization and different departments as needed. This position is best suited for someone who enjoys variety, is an efficient problem-solver, loves working with people, and is comfortable with a flexible schedule that at times may include nights and weekends depending on the season calendar and workshop schedule. This is an in-person role, with the majority of the work being done at our office located at 2301 E. Franklin Avenue in Minneapolis.

Duties and Responsibilities:

COMPANY MANAGEMENT (40%)
Responsibilities include, but are not limited to:

- Coordinate travel and housing arrangements for out-of-town workshop artists and visiting artistic leaders, under the direction/guidance of the Interim Associate Artistic Director and Casting and Producing Associate
- Lead communication with guest artists and artistic leaders to gather critical information and artist’s preferences for travel arrangements/accommodations while keeping in mind the organization’s capacity, budget, and schedules
- Provide/arrange personal airport pick ups, Uber/Lyft vouchers, and/or Metro Cards for ground transportation for out of town artists and visiting artistic leaders
- Create itineraries for incoming out-of-town artists and communicate any updates/changes to the artistic team and traveling artist
- Be on call to support artist emergencies inside and outside of the workshop, with additional support provided by the artistic department as needed
- Reconcile and code monthly company management expenses
SUPPORT GENERAL MANAGEMENT, FACILITIES & TECHNICAL OPERATIONS (30%)
Responsibilities include, but are not limited to:

- Provide support for building operations and facility management (e.g. providing access to building vendors, creating regular maintenance schedules and safety protocols, assisting GM with simple building fixes and regular maintenance)
- General technical support and coordinating building access as needed, working with the Center’s Artistic Programs Manager and other Center staff to ensure that artistic workshops and fellowship projects proceed efficiently and effectively
- Manage PWC rental program with duties such as: responding to incoming requests, handling site visits, distributing contracts w/ support of General Manager, issuing final invoices, and overseeing weekend and after-hours rentals

OFFICE MANAGEMENT (30%)
Responsibilities include, but are not limited to:

- Greet and welcome visiting guests and artists to the Playwrights’ Center
- Answer phones and respond to general inquiries from the public
- Handle sending, distributing, and receiving mail, including handling of mailed donations
- Assist staff and artists with photocopying, scanning, filing, mailing, and document preparation
- Along with all staff, ensure that spaces are prepared and clear for use
- Maintain the day-to-day order of the Playwrights’ Center facility, which includes upkeep and proper functioning of the meeting technology such as: zoom, apple tv in conference rooms, room audio, viewing screen instructions, etc.
- General office upkeep such as: ordering supplies, watering plants, upkeep and maintenance of printers, copiers, mail machine, kitchen equipment, etc.

Desired Skills/Experience:

- 2 -3 years of administrative experience, preferably in a non-profit arts setting or Company Management
- Ability to manage and prioritize multiple activities across different departments
- Strong time management, organizational, and interpersonal communication skills
- Systems thinker and experience in Company Management, hospitality, or hotel management is a plus
- Ability to self-direct work and provide solutions when needed
- Patient, empathetic, and responsible team member who is comfortable demonstrating human-centered care, warmth, clarity, and hospitality in all aspects of the role
• Ability to use discretion, confidentiality and show integrity when handling personal information, artist accommodations, data, and money
• Must have a valid driver’s license and access to a vehicle. Mileage reimbursement at the federal reimbursement rate will be provided for any company trips made with a personal vehicle.
• Knowledge of Microsoft Office and Google Suite
• Proficient with Mac-based working environment
• Experience in email and database software such as Salesforce, Neon, etc.
• Physically comfortable and able to lift equipment, tables, ladders, handle heights, tight closet spaces, etc.
• Comfortable with some night and weekend availability as needed for PWC’s public events, after-hours/weekend rentals, and company management responsibilities

**Compensation:**

$42 - 45K/year, DOE. Benefits include health insurance, paid time off in addition to holiday PTO, and an optional IRA plan.

Playwrights’ Center is an equal opportunity employer committed to the perspective of all voices in every aspect of our organization and its practice. We celebrate diversity and strive to create a dynamic work environment that values inclusion, respect and integrity, service, and innovation. We seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

**How To Apply:**

Interested candidates should send a cover letter and résumé to: hr@pwcenter.org and include “General Management Associate & Company Manager” in the subject line. https://pwcenter.org/jobs-auditions

Priority will be given to applications submitted prior to Monday, August 7.

General accessibility information for the Playwrights’ Center can be found at pwcenter.org/accessibility and we are happy to answer other accessibility questions sent to hr@pwcenter.org.