

Kinetic Arts Center is currently seeking resumes to fill the open position of Company Manager. Kinetic Arts Center is a circus training and production company located in Oakland, CA. Kinetic Arts Center creates innovative and dynamic circus culture through exceptional classes, training and performance.

Position Title: Company Manager – Manages all production programs (both youth and professional performance troupes) and manages recreational camp programs (summer and school-year)

Salary: Full-Time Salaried Position – Starting \$45,000

Location: Kinetic Arts Center, Oakland, CA

Application Deadline: Aug 20, 2019 or until position is filled

To Apply: Please apply for this position using our online application form <https://forms.gle/jjzZ8sYkGYFVbZcA6> . If you have any questions about employment opportunities at Kinetic Arts Center, please contact us at Jobs@KineticArtsCenter.com. Although the current application deadline is Aug 20, 2019, we will accept resumes until the position is filled. Employment commences upon acceptance. Benefits include medical and dental insurance and paid PTO after the allowable waiting period.

Position Description: The Company Manager is a support position to all the production programs at Kinetic Arts Center with specific emphasis on our Youth Training and Production program and professional productions. In addition, the position is responsible for the management of all camps (summer and school-year) including staffing and curriculum implementation. This position requires a **HEAVY EMPHASIS ON POSITIVE COMMUNICATION AND ORGANIZATIONAL SKILLS**. Applicants with experience managing camp programs and/or youth programs/ camp counseling in summer camp programs are encouraged to consider this position.

The Company Manager works closely with the Artistic Director, management team, families, students of our youth training and camp programs, and professional and recreational performers. This position is responsible for managing all client/staff communications, calendars, (production and rehearsals), and providing leadership/motivation to groups of pre-teens, teenagers and adults. During production runs, festivals and outside bookings, the Company Manager will provide production support, interact with and manage all production staff and designers, as well as parents, performers and volunteers. Availability during all productions, festivals, outside bookings, and camps is required.

The best person for the job would have experience/qualifications in or equivalent to the following:

- Minimum three years' experience working with youth (pre-teen & teen), e.g., camp director/counselor (highly encouraged), teacher, coach, etc.,
- Live production experience preferred but not necessary,
- Experience managing youth programs and group events,
- Minimum one-year integrated administration experience working with multiple levels of management,
- Must have excellent communication skills on the phone, email, and in person,
- Ability to manage multiple schedules and calendars, and fluid rehearsal scheduling,
- Must have excellent time management skills, be highly organized, self-motivated and able to complete tasks with minimal supervision,
- Administrative, word processing, excel, database, social media experience is required (Google Calendar and Groups, MS docs, PC, Windows, etc.),

- Must be comfortable training and leading others in tasks and coordinating volunteers,
- Must have weekend availability,
- Must have reliable transportation with valid insurance,
- Applicants actively pursuing outside performance contracts are not encouraged to apply.

Education Requirements

High school degree required with some college coursework in child development, elementary education, psychology (or related) field preferred.