



Heartbeat Opera is seeking a COMPANY MANAGER for its upcoming residency and workshop presentation of the company's world premiere of THE EXTINCTIONIST: a brand new opera composed by Daniel Schlosberg, with libretto by Amanda Quaid, conceived and directed by Louisa Proske, and Music Directed by Jacob Ashworth.

### **PS21 RESIDENCY**

Our workshop will take place on the campus of PS21 in Chatham, NY from **May 14-May 31st, 2021**. Once there, we will "bubble up" as a small group, taking all safety precautions, and create a semi-staged performance of the full score. PS21 ([ps21chatham.org](http://ps21chatham.org)) is uniquely prepared for this, having hosted a full summer season in 2020 featuring 8 separate ensembles and over 20 performances with no reports of a single case of Covid-19.

The 16-day residency will culminate in **2 live performances** for a safely distanced audience, in the open-air theater, depending on public health rules, each of which will also be **live streamed** to Heartbeat's ever-growing virtual audience. Requirements of residency participants:

- No air travel within two weeks of residency, for safety reasons. (We will cover car/train travel to/from PS21.)
- Must be willing to "bubble up" with 11-13 artists for the entirety of the 16-day Residency.
- Must be willing to quarantine beforehand, submit a negative test result within 72 hours of arrival, and adhere to strict safety precautions before and during the residency.

Please see attached one-sheet for a description of the project.

### **COMPANY MANAGER RESPONSIBILITIES**

The Company Manager will be expected to begin work in early March 2021, to start planning and implementing the company details for the residency, as well as the safety protocols. Expected work in the time leading up to the residency is approximately 5 hours/week. The Company Manager will be expected to be in person and on call for the entire duration of the residency.

The responsibilities of the Company Manager include but are not limited to the following:

- Ensure the overall well-being and care of the company.
- Act as the liaison with Heartbeat Managing Director (who will be remote), THE EXTINCTIONIST company, and the PS21 staff onsite.
- In collaboration with the Managing Director, manage all housing, travel and reimbursement requests.
- Serve as the COVID Safety Captain onsite at the residency, and work in conjunction with other Heartbeat staff to implement and ensure a COVID-safe and compliant workplace.
- Act as the main contact for the company for first rehearsals, catering, artist needs, etc.

- Work with the Managing Director to develop and stay within Company Management budget.
- Collect artists' grocery shopping lists and organize a number of grocery store trips.
- Undertake planning a TBD number of catered company meals within the budget.
- Work with PS21 staff to schedule and confirm regular cleanings onsite.
- Help Director coordinate company and producing needs, especially in the days leading up to the performances.
- Attend weekly, virtual production meetings in March, April and May leading up to the residency, and tend to tasks assigned during the meetings in a timely manner.
- Other duties as assigned.
- Embrace Heartbeat's commitment to EDI and Anti-racism by adhering to the company's Community Agreements and Code of Conduct, and interrupting and reporting actions or behaviors that go against them.
- **Must have a valid Driver's License.**

Fee for position is \$3,000. Travel to/from PS21 and housing at PS21 is provided for the residency.

### **How to Apply**

Interested and qualified candidates are encouraged to submit a cover letter, resumé, and two professional references. The cover letter of no more than one page should address how Heartbeat's mission and goals intersect with the candidate's professional background and what about this opportunity is of greatest interest to them personally.

Application materials should have the applicant's name included as part of each file name and must be submitted by email to [jobs@heartbeatopera.org](mailto:jobs@heartbeatopera.org). Questions about this search may be submitted to [jobs@heartbeatopera.org](mailto:jobs@heartbeatopera.org) with "Company Manager Search" in the subject line.

Heartbeat Opera is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Applications accepted until position is filled.