



OBSIDIAN THEATRE FESTIVAL

DESCRIPTION:

The Obsidian Theatre Festival, produced by GhostLight Creative Productions Incorporated. and Nicely Theatre Group, is CALLING FOR A COMPANY MANAGER for its sophomore presentation.

ABOUT:

The Obsidian Theatre Festival (OTF) is a new and invigorating celebration of Black stories featuring the work of prolific emerging Black voices, and illuminating the rich diversity of experiences relevant to the African diaspora in America.

Our team seeks to normalize the panoply of Black American culture through an inclusive, color conscious lens. We are dedicated to the exploration of universal themes, and acknowledgment of the ways in which intersecting identities shape the world in which we live.

Returning for our second season, we believe art is most impactful when artists bring the fullness of their identities and experiences to their work; and we actively encourage creativity in thought, storytelling and casting by asking the following:

- How do stories shift if the established ideas of a character's gender identity, ethnicity, disability, skin color, height, weight, and/or sexual orientation are challenged?
- What layers of meaning and depth, if any, are brought to the surface in this exploration?
- How does an imaginative, out of the box creative process push back against, or reinforce existing social structures?

The Obsidian Theatre Festival accepts applicants of every identity, and does not discriminate on the basis of identity, including but not limited to: race, creed, color, gender, gender identity, gender expression, age, ethnicity, national origin, immigration status, sexual orientation, religion, HIV serostatus, disability, height, weight, veteran status, marital status, or economic class.

The Obsidian Theatre Festival will be presented in 3 parts

- **OTF Main Stage:** Featuring full-length productions that examine the diversity of the black experience.
- **Musical Theatre Showcase:** Offering staged readings of new musicals, highlighting an important step in the development of new work.
- **Obsidian Cabaret:** Featuring national renowned artists in an intimate evening of music and storytelling.

For more information about The Obsidian Theatre Festival please visit www.obsidianfest.org

LOCATION: Detroit, MI

Executive Producers

David Carroll
John Sloan, III

Producing Artistic Director

John Sloan, III

Managing Director

Joshua Cashman

Associate Artistic Director

Alexis Sims

Creative Producer

Garlia Cornelia Jones

Production Manager

Yemisi Odetoynbo

Arts Education Manager

Sarae Daniels

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BLACK STORIES

NEW STAGE

www.obsidianfest.org



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POSITION SUMMARY:

The Company Manager works collaboratively across multiple departments to create a safe, hospitable environment for all company members to create and collaborate. This position works in conjunction with our Managing Director and General Manager to oversee the administrative and human resources needs that include internal policy, travel, housing, contracts, logistics, financial and operational support for general business.

The Company Manager will work in tandem with our Management team to maintain general HR standards, procedures and practices within the festival. This position will also work closely with the festival Actors, Stage Managers, Director, Designers, Playwrights, Crew and all others directly involved. In addition, this position will work with our education component The GhostLight Arts Initiative to ensure all artists are supported and in compliance with all Union requirements.

Our ideal candidate will exemplify our values of building an ideal workspace for all artists, crew, administrators, and locals. We are looking for an enthusiastic candidate who demonstrates outstanding communication and organizational skills. Attention to detail is a must.

RESPONSIBILITIES:

- Manage on-site experiences at all Obsidian Theatre Festival venues, including catering, hospitality, dressing room set-ups, rider fulfillment, and company member support for all rehearsals, performances, and events. This position will be on call.
- The CM will be expected to be onsite a portion of the work week during rehearsals. They will be expected to be on-site at the venues once the company moves into tech and throughout the performance weekend.
- Lead Covid Safety Procedures and be the point person for any questions that may arise.
- Assist the General Manager in overseeing the management & coordination of all travel and housing for artists and staff for all productions & special events.
- Be cognizant of the nearest local Hospital, Urgent Care, or Medical facilities should the company need care
- Curate, Manage & Maintain relationships with local vendors including housing & travel vendors, caterers, florists, etc.

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- Coordinate with management for special events such as opening gifts & the closing night party.
- Manage the approval of house seats and show-watching requests as needed from the company under the direction of the Managing Director.
- Maintain & Coordinate program credits and information as needed
- Assist the Managing Director in processing and reconciling department invoices, check requests, reimbursements, credit cards and other expenses.
- Manage and track scheduling, budget lines for rehearsal, hospitality, artist travel and housing.
- Efficiently archive contracts and other show documents.
- Assist Human Resources with Worker's Compensation and Disability audits, reports, correspondence and record keeping
- Attend meetings as needed or required
- Other duties as assigned

QUALIFICATIONS:

- Desire to work or previous experience in the entertainment or theatrical industry
- Familiarity and/or working knowledge of Non-Profit, Commercial, Regional or Touring Theatrical productions
- Strong organizational and administrative skills, including experience developing/executing contracts, correspondence, and other documents.
- Outstanding judgment and ability to prioritize varying tasks.
- Experience making travel and/or housing arrangements, including coordinating complex logistics and working within assigned budget
- Skilled in communicating clearly, with tact and discretion, as well as maintaining confidentiality.
- Excellent written and verbal communication skills.
- High level of computer proficiency with knowledge of Outlook, Word Google Suite and Excel.
- Previous experiences with the following are a plus;
 - Budget and/or finance or basic accounting principles
 - Human Resources practices/policy
 - Entertainment Unions, such as Actors Equity
 - COVID-19 Safety standards

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SCHEDULE:

Upon onboarding office work will be needed, which can be done from home. Once in real life rehearsals begin for Main Stage, periodic onsite attendance will be needed. Once the companies move into the performance venues, onsite attendance will be needed daily. This position will be on call.

Tentative Dates

Interviews: Immediately

Main Stage Virtual Rehearsal Begin: Starts May 31st

Main Stage In Person Rehearsals Begin: June 6th

MT Showcase In Person Rehearsals Begin: June 13th

Tech Begins: June 17th

Performances: June 23rd-June 26th

Estimated workload averages 15-20 hours per week.

COMPENSATION:

Stipend - \$300 a week

SAFETY:

We are committed to the health and safety of all of our artists, employees, and guests. In order to maintain the safest environment possible, all Obsidian Theatre Festival staff, artists, creative teams, crews, and ushers are required to be fully vaccinated against Covid 19 (both rounds of vaccinations and the booster shot.). The only exception to mandatory vaccination is providing a physician note due to a qualifying disability or a statement of religious exemption.

APPLICATION INFORMATION:

Email your resume, where you are currently located and cover letter to GM@ghostlightinc.com as soon as possible. We are looking to hire immediately.

In the subject line please label as followed:

Company Manager Submission - Your First And Last Name.

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