

SEAGLE FESTIVAL COMPANY MANAGER JOB POSTING

Company Manager: Seagle Festival is seeking qualified applicants for the position of Company Manager. The Company Manager will be an integral part of Seagle Festival's leadership team, working directly with all levels of company staff, volunteers, audiences, and artists ranging from Board Members to Emerging Artists.

Start Date: April 1, 2024

Duties to include:

- Managerial and administrative duties in all aspects of Seagle Festival operations year-round, including Artistic, Development, Marketing, and other administrative areas
- Fielding phone calls, emails, and social media messages
- Processing ticket orders & serving as box office manager for all performances
- Oversight of artist and facilities operations during festival season
- Coordinating, creating and distributing summer and daily schedules
- Serving as Executive Assistant to General Director & Artistic/Development Director
- Assisting in coordinating work of multiple departments

Qualifications:

- Ability to work in a fast-paced environment both independently and as part of a team
- Good working knowledge of Google Office Suite, Microsoft Office, and Social Media platforms
- Excellent written and verbal communications skills are a must.
- Experience with customer/donor relations a plus
- Ability to read music required
- Residence in the general Schroon Lake region is required, and an off-season hybrid work schedule is negotiable.
- Residence at company provided on campus housing during season is preferred, but negotiable

Benefits

- Company Manager is a full-time, year-round position
- Annual starting salary of \$45,000.00
- Employee sponsored health, dental and vision coverage with 85% premium coverage by company
- Opportunity for enrollment in an employee sponsored tax-free retirement plan with company matching up to 3% of annual salary
- Three weeks annual paid vacation (not allowed during summer season), statutory short-term disability and family leave, 5 personal days, and off-season schedule flexibility
- Relocation expenses negotiable

Seagle Festival is committed to creating a diverse environment and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to

race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, or any other legally protected status.

About Seagle Festival – Seagle Festival is the premiere opera and musical theater producing organization in the upstate Adirondack region of New York State, and the oldest and one of the most distinguished summer vocal training programs in the United States. Founded in 1915 by renowned baritone and voice teacher Oscar Seagle, Seagle Festival celebrates its 109th anniversary season in 2024. Each year, 32 talented emerging vocal artists are selected through a rigorous application and audition process to participate in an intensive 9-week summer training program that includes career preparation in addition to performance experience. As part of the program, the artists, along with a professional theatrical, music, and support staff, produce a mainstage performance season of 4 productions, a touring children's opera, and various concerts and events, all of which highlight the emerging artists. Seagle Festival also produces a 7-week early fall season which features a smaller group of artists and includes a touring in-school opera, a touring revue, and other concerts and events. More detail about the Seagle Festival program can be found on our website: <http://seaglefestival.org>

How to Apply

Please send cover letter, resume, and references to Tony Kostecki, General Director at tony@seaglefestival.org