



MISSION AND HISTORY

From our home in Lower Manhattan, HERE builds an inclusive community that nurtures artists of all backgrounds as they disrupt conventional expectations to create innovative performances in theatre, dance, music, puppetry, media, and visual art. By providing these genre-blending artists with an adaptive, flexible home for developing and producing their work, we share a range of perspectives reflective of the complexity of our city. HERE welcomes curious audiences to witness groundbreaking performances, responsive to the world in which we live, at free and affordable prices.

Founded in 1993 by four artists — Kristin Marting, Tim Maner, Barbara Busackino, and Randy Rollison — HERE was envisioned as a welcoming, safe environment that could attract and launch a variety of artists. Over the past 26 years, HERE has been home to such acclaimed artists and works as Eve Ensler’s *The Vagina Monologues*, Basil Twist’s *Symphonie Fantastique*, Taylor Mac’s *The Lily’s Revenge*, as well as works by Founding Artistic Director Kristin Marting. We have produced and presented over 1,200 original works; served over 15,000 artists; and welcomed over 1,000,000 audience members.

Work and artists at HERE have received 16 OBIE Awards, 2 OBIE Grants and a CUNY Booth Award for artistic achievement, 2 Berilla Kerr Awards, 4 NY Innovative Theatre Awards, 2 Bessie Awards, 1 Pulitzer Prize, 1 Pulitzer nomination, 6 Drama Desk nominations, and 2 MacArthur “Genius Grant” Fellowships. HERE remains on “Best Off-Off Broadway” theatre lists across New York City.

With its three performance spaces, two galleries and café/bar, all in one downtown space, HERE Arts Center has become a bustling creative nexus for emerging artists and their audiences.

HERE strives to create an equitable, diverse, and inclusive home in which all people have fair access to the resources they need to realize their visions. We acknowledge structural inequities that exclude individuals and communities from opportunities based on race, gender, disability, sexual orientation, class, age, and geography, and seek to counter those inequities in our work. Through mindful actions on sustainability and regenerative practices, we work toward climate justice, and a safe, livable planet for present and future artmakers and audiences.

Visit [HERE.org](https://www.here.org) for further information.

The Opportunity

HERE is seeking a part-time **Company Manager** to manage company management, hospitality, and front-of-house management.

HERE is currently preparing for a leadership transition from our Founding Artistic Director to a three person shared leadership team including Amanda Szeglowksi, who has been with HERE 13 years. The Company Manager will be part of building HERE's future, and will participate with HERE board members, staff, and artists in a unique process guided by organizational transition consultants.

The Team

An integral part of the General Management team that manages operations (financial, legal, human resources, office, and front-of-house functions) at HERE, the Company Manager reports to the General Manager.

The Responsibilities

Company Management: (20 hours/wk - \$20/hr)

- Composes and distributes informative "Welcome" packages to artists and rental companies, providing contacts and information for their time at HERE.
- Owns the planning and smooth execution of attractive opening and closing night celebrations for all HERE productions and coordinates event space reservations for rental clients.
- Stocks snacks and treats for staff and artists and arranges life event recognitions (birthdays, sympathy gifts, etc.) with consideration for dietary restrictions and other specific needs.
- Retains NYC Food Establishment Permit and pursues and applies knowledge of food safety, local business regulations, and customer service to overseeing procedures of the HERE café/bar which is open for every performance (including rentals).
- Stock café/bar supplies and inventory, chooses and orders wine, beer, soft drinks and snacks.
- Provides training and supervision to café/bar staff and schedules all shifts, including two of their own.
- Arranges opening night seating details under advisement of creative producers and line producers.

- Processes house seat and company ticket requests in collaboration with the Audience Services Manager, tracks ticket allotments, and advises artists of available discounts or other options when comp limits have been reached.
- Actively checks in with and is available to HERE artists prior to each performance and makes sure their needs are taken care of.

Work Hours, Physical and Technical Requirements

- The HERE café/bar is located on the ground level and the inventories are stored on the basement level, down a flight of 17 steps. The accessible building entrance is located approximately 50 feet from HERE's entrance, where an elevator provides access to a lift, which must be operated by an additional staff member, into HERE's basement space. The Manager frequently transitions between ground floor and basement spaces throughout the workday and typically visits local stores to purchase supplies.
- The Company Manager bends, reaches, and lifts up to 20 pounds when stocking café/bar supplies and accessing storage spaces, and operates an industrial sink and a dishwasher in a 3-foot-wide space behind the café/bar.
- We recognize that no one person will likely encompass all of the experience and qualities that we are seeking; thus, we welcome applicants with varied backgrounds and different applications of skills. We are committed to creating a diverse and inclusive environment and are proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

Part-time hourly Rate and Benefits

- 20 hours/wk -\$20/hr
- HERE part-time employees who work an average of 10-20 hours of week for at least 26 weeks in the year will receive 24 hours (3 days) of paid time off during their first fiscal year and will accrue an additional 8 hours (1 day) for each additional year they remain with the company as a part-time employee.

Anticipated Start Date: March 2024

To apply: Please [click here](#) to complete a short application form and submit your resume.