



**Touring Company Manager
Daniel Tiger's Neighborhood
2017 – 2018 Tour**

Req. # TCM0517

Job Purpose

Mills Entertainment is looking for a Touring Company Manager for our upcoming production of *Daniel Tiger's Neighborhood Live*.

Responsibilities include, but are not limited to:

- Act as Producer's representative with touring company as well as venue, promoting and content partners
- Act as a central point of contact for engagement advances, communicating relevant information to both venue and touring crews
- Coordinate hotels, air travel and ground transportation
- Manage comp tickets and house seat requests
- Manage VIP meet and greets
- Manage and maintain weekly operating budgets, expenses, and related reporting according to expense accounting procedure
- Participate in weekly production meetings and general tour check-ins
- Administer weekly payroll
- To act as a conduit of information between touring crew and cast with the tour's General Manager and Producers, communicating with main office as necessary
- Conduct regularly scheduled development meetings with cast and crew
- Ensure the safety and health of all company members
- Lead a smooth, successful and enjoyable workplace

Required Skills

- Astute attention to detail
- Excellent communication and interpersonal skills, with the ability to work cross-functionally, collaborating with others
- Able to manage multiple projects at once, and operate in line with proven systems
- Must be able to solve problems as and when they may arise
- Strong organizational and adaptability skills
- Positive attitude and the ability to remain effective under pressure
- Experience working in a dynamic, high-energy environment with a demanding workload
- Prior experience in providing work direction, coaching others, management or related area preferred

Required Qualifications:

- A bachelors and/or advanced degree (theater strongly preferred)
- Two or more years related experience in the touring field
- Driver's license

Additional Information: The current tour position is for a duration of 5 months from September '17 through March '18. This position may require driving.

Interested applicants should send a cover letter, resume, and salary requirements to crewjobs@millsentertainment.com – Referencing Req. # TCM0517 in subject line.

Due to the volume of applicants, we are unable to reply to all submissions.

No phone calls or office visits, please.

Mills Entertainment is the industry leader in branded live entertainment. We collaborate with top artists and content partners to produce and promote engagements at theaters, arenas, casinos, and colleges throughout the United States and internationally.

The work we do is exciting, challenging, and enjoyable. We are seeking applicants with a passion for live entertainment and a desire to join the industry's leading team.

