



**Weston Playhouse Theatre Company
COMPANY MANAGEMENT ASSISTANT
Seasonal, Full-time**

Reports to: Company Manager
Start Date: May 6, 2019
End Date: September 30, 2019
Work Week: 6 days, 8-10 hours/day, day off may vary from week to week
Housing: Shared room, kitchen and bath in company housing

Responsibilities include, but are not limited to:

- Support Company Manager in all aspects of travel, housing, and hospitality needs for summer company members and all guest artists;
- Provide transportation to company members as needed for arrivals, departures, rehearsals, and performances;
- Support Company Manager as secondary on-call for all company emergencies;
- Coordinate cleaning schedule with WPTC cleaning vendor, help with housing turnovers and preparation;
- Assist in the upkeep, cleanup, and maintenance of all work areas and housing locations as needed, including the collection and sorting of recycling from all company owned and rented housing on a weekly basis;
- Assist in other departments as assigned, including mainstage production changeovers;
- Provide support for special events or company projects as needed;
- Under the guidance of the Operations Manager and Company Manager, plan and execute all Opening Night Parties, Tech Dinners, and any other special company events;

· **REQUIREMENTS:**

- Proven interest and skills in company management, stage management, special events, or standard theatrical production techniques and practices;
- Must enjoy working with people, and be interested in community relations and providing a welcoming, safe environment;
- Minimum of 3 years experience and/or study, preferably at the university level, concentrated in theatre studies preferred;
- Ability to manage multiple, overlapping productions, projects, and personalities with grace;
- Excellent inter-personal, organizational, collaborative, and communication skills;
- Knowledge of and respect for adhering to industry OSHA and safety practices;
- Ability to safely lift up to 50 lbs with assistance;
- Ability to work long days with irregular schedules with a positive attitude;
- Valid driver's license with clean driving record; own car, with valid, current insurance coverage preferred. Mileage will be reimbursed for all business related trips;
- Comfortable driving company owned and rented vehicles, including mini-van and cargo van if necessary, sometimes for long periods of time;
- At least 21 years of age;
- Ability to thrive in rural area with limited cell phone reception

Compensation is between \$300-325/ week, housing included.

Weston Playhouse Theatre is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.

To apply, send cover letter, resume, and three references to hire@westonplayhouse.org.

For more information check out our website at <https://www.westonplayhouse.org/>