



Weston Playhouse Theatre Company
COMPANY MANAGER
Seasonal, Full-time

Reports to: Operations Manager & Production Manager
Start Date: Early May
End Date: mid September
Work Week: 6 days, 8-10 hours/day, day off may vary week to week
Housing: Single room, kitchen and bath in company housing

Responsibilities include, but are not limited to:

- Under the direction of the Operations Manager the Company Manager will tend to all company member's travel, housing, and assist in the coordination of support for Tech Dinners, Opening Night Parties, and special events.
- Train and supervise Company Management Apprentice and Company Management Interns
- Company Manager is the first and primary contact for any company member medical needs, especially in case of emergency.
- Arrange and purchase Equity actor, directors, and designer travel in accordance with union agreements. Ensure transportation to and from Weston, coordinating and scheduling drivers.
- Work with the Operations Manager on housing assignments for all Company Members
- Assist Operations Manager with execution of rental property leases, confirming dates of residency, coordinating transition of all utilities (cable, internet, phone, power, heating, etc.) and necessary equipment as needed.
- Carefully document contents and condition of rented properties prior to Weston's occupancy.
- At end of season or any company member's stay in housing, ensure timely checkout and turnover/cleaning of room or house as needed
- Coordinate with cleaning crews to ensure safe and sanitary conditions for all company members
- Respond to all seasonal company members housing needs, medical emergencies, doctor appointments, etc.
- Ensure daily transportation for all AEA, Young Company members, and designers to daily rehearsals and performance calls
- Coordinate transportation for actors and Young Company members on days off for grocery runs, laundromat visits, and other essential functions
- Plan and provide company meals, snacks, and party food
- Plan and host all Opening Night functions
- With Operations Manager coordinate, schedule, and implement Welcome Dinners for cast, creative teams, staff, and interns
- Coordinate Meet & Greet with Stage Management and Operations Manager. Coordinate with local community members for Welcome Baskets
- With Company Management Team and Volunteers, set up, facilitate, and assist in cleanup of Tech Dinners.
- Ensure proper check out and final cleanings of all rented facilities and housing with Operations Manager and property owner in timely manner at end of season. Document any damaged or missing items during occupancy. Ensure return of any items rented or leased during occupancy.
- Coordinate recycling collection as needed

- Track all Company Management purchases and related paperwork
- Assist other departments as needed, mostly with shopping trips and purchases
- This position involves providing, or scheduling with/assigning others, significant amounts of driving.
- Provide support for special events and company projects

REQUIREMENTS:

- 2-3 years' experience in Company Management or equivalence
- Ability to bargain shop
- Excellent interpersonal written and oral communication, organization, and budgeting skills
- Collaborative and consistent work ethic with the ability to maintain and exude pleasant, calm demeanor under intense schedules, workloads, and other personalities.
- Willingness to respond effectively and appropriately to emergency needs, including driving a company member to the hospital at any hour of day or night, with little to no notice
- Ability to lift up to 50 lbs safely and independently
- Knowledge of and respect for adhering to industry and OSHA standard safety practices
- Ability to safely lift up to 50 pounds
- Valid driver's license with clean driving record
- Comfortable driving company owned and rented vehicles, including mini-van and cargo van, for long periods of time
- Own car with valid, current insurance coverage. Must be willing to use personal vehicle for business purposes if necessary. Mileage will be reimbursed for all business related trips.
- At least 21 years of age
- Basic household repair knowledge a plus
- Knowledge of Equity rules regarding travel and housing
- Ability to thrive in rural area with very limited cell service
- Please note that there may be up to two dogs in the office at any given time