



**Weston Playhouse Theatre Company**  
**COMPANY MANAGER**  
**Seasonal, Full-time**

Reports to: Operations Manager  
Start Date: April 29, 2019  
End Date: September 5, 2019, with possible option to extend until October 25, 2019  
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 members travel and housing, and assist in the coordination of support for Tech Dinners, Opening Night Parties, and special events;
- Oversee and train Company Management Assistant 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 actor, director, and designers travel in accordance with union agreements. Ensure safe and timely 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 as needed;
- 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, budgets, and related paperwork;
- Assist other departments as needed, mostly with shopping trips and purchases;
- Provide support for special events and company projects;
- This position involves providing and scheduling significant amounts of driving;

**REQUIREMENTS:**

- Exceptional interpersonal written and oral communication, organization, and budgeting skills;
- Minimum of 2 years Company Management experience, preferably with a summer theatre schedule;
- Collaborative and consistent work ethic with the ability to maintain and exude pleasant, calm demeanor under intense schedules, and workloads;
- Interest in mentoring and training up-and-coming Company Managers;
- 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 with assistance;
- Knowledge of and respect for adhering to industry and OSHA standard safety practices;
- Valid driver's license with clean driving record; 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;
- Comfortable driving company owned and rented vehicles, including mini-van and cargo van, for long periods of time;
- At least 21 years of age;
- Basic household repair knowledge and ability to bargain shop a plus;
- Knowledge of Equity, USA, and SDC rules regarding travel and housing;
- Ability to thrive in rural area with very limited cell service;

Compensation is between \$600-625/ 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 [hiring@westonplayhouse.org](mailto:hiring@westonplayhouse.org).

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