Weston Playhouse Theatre Company
ASSOCIATE COMPANY MANAGER
Seasonal, Full-time Staff

Reports to: Company Manager
Start Date: May 18, 2020
End Date: September 27, 2020
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
Compensation: $325-375/week, housing included

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;
- Assist in the upkeep, cleanup, and maintenance of all work areas and housing locations as needed, including the collection of recycling and compost from all company owned and rented housing on a weekly basis;
- Assist in other departments as assigned, including Playhouse and Walker Farm production changeovers;
- Under the guidance of the Production and Operations Manager and Company Manager, plan and execute all Opening Night Parties, Tech Dinners, and any other special company events;
- Provide support for special events or company projects as needed;

- 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 2-3 years of experience and/or study, preferably at the university level, concentrated in theatre or arts management 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 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 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 a rural area with limited cell phone reception.

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.

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