



ASSISTANT COMPANY MANAGER

Start Date: May 4, 2020

End Date: September 25, 2020

The Assistant Company Manager assists the Company Manager in overseeing all company hospitality, housing, and travel.

Duties Include:

- Oversee company hospitality, travel, and housing under the supervision of the Company Manager.
- Ensure the company is upholding the AEA LORT Rulebook.
- Manage tax exempt purchases on behalf of the organization within the approved budget.
- Maintain Artist personnel files.
- Serve as Company Manager for HVSF2 reading series under the supervision of the Company Manager.
- Coordinate company parties and extracurricular activities; oversee creation and distribution of weekly "Fun Memo"
- Supervise and train interns. Participate in the intern training program by acting as a mentor.
- ACM Manager is required to train as substitute run crew for the mainstage productions in case of emergency.
- Specific tasks, duties, and responsibilities will be assigned by the Company Manager, Managing Director and Director of Production.

Qualifications:

- Driver's license and clean driving record required. This position will be required to drive with co-workers in the car.
- This position is physical in nature and required to work outdoors. The ability to lift up to 50 pounds and work outside, exposed to the elements is required.
- First aid and emergency training is required and will be provided by the company at the start of work.

TO APPLY: Send a cover letter and resume in PDF format to jobs@hvshakespeare.org.

HVSF is an Equal Opportunity Employer and all candidates are encouraged to apply.