

## 2023 Assistant Company Manager

The Assistant Company Manager (ACM) assists the Company Manager in overseeing the working and living experience of the entire HVSF Company including actors, directors, designers and production staff for all events and performances in the 2023 HVSF Season. The ACM reports directly to the Company Manager.

### Responsibilities include but are not limited to:

- Oversee and coordinate company hospitality, travel, and housing under the supervision of the Company Manager.
- All production staff will be required to assist in implementing HVSF's new COVID-19 Safety Policies. Company Management will work with the Company Safety Manager to implement the COVID-19 testing schedule for the dedicated Testing Group.
- Uphold the AEA LORT Rulebook and applicable union rules and standards.
- Represent HVSF in a professional manner to company members, employees, and partner organizations.
- Manage & track tax exempt purchases on behalf of the organization within the approved budget under the supervision of the Company Manager.
- Coordinate onsite catering for company meals during rehearsals and maintain artistic hospitality supplies throughout the season
- Maintain Artist personnel files.
- Serve as Company Manager for HVSF2 reading series under the supervision of the Company Manager.
- Coordinate extracurricular activities for the company; oversee creation and distribution of weekly "Fun Memo"
- Train as substitute run crew for the mainstage productions in case of emergency.
- Work closely with other artists to build a safe, respectful, and anti-racist backstage environment
- Practice and promote multi-cultural competency and sensitivity.
- Specific tasks, duties, and responsibilities will be assigned by the Company Manager and General Manager

### 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.
- HVSF requires all staff to be fully vaccinated against COVID-19.
- Complete required COVID-19 Training as paid for by HVSF.
- The ACM is required to be in residence in the Hudson Valley from late April through September. Housing and transportation are provided.

### Terms and Compensation

This is a seasonal position paid \$720 per week. HVSF is an equal opportunity employer dedicated to building a culturally diverse and equitable environment, and we strongly encourage applications from BIPOC (Black, Indigenous, People of Color) Candidates.

### To Apply

To apply, please send your resume and a cover letter in PDF format to [jobs@hvshakespeare.org](mailto:jobs@hvshakespeare.org) with the subject "[Your Name] – Assistant Company Manager". *No phone calls, please.*