

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 2024 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.
- Manage HVSF's COVID-19 Safety Policies and implement the COVID-19 testing schedule.
- 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 load in, strike, rehearsals, tech and maintain artistic hospitality supplies throughout the season
- Coordinate social and hospitality events as assigned by the Company Manager.
- Manage travel arrangements and in person transportation needs as approved by the Company Manager.
- Track and coordinate the travel reimbursement process with the Company Manager and finance team.
- Coordinate extracurricular activities for the company; oversee creation and distribution of weekly "Fun Memo"
- Work with Company Manager and General Manager to maintain Company Management budget.
- 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.
- Interest and experience in arts administration and hospitality

- The ideal candidate is comfortable in a fast paced summer theater environment and is able to gracefully multitask, creatively problem solve within a diverse community of people and personalities. A willingness to learn and a strong work ethic are essential.

The ACM is required to be in residence in the Hudson Valley from April through the beginning of September. Housing and transportation are provided. This is a full time seasonal position paid \$760 per week from April to September 2024 and is not eligible for benefits or over time. Nights and weekends required.

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: Send a cover letter and resume in PDF format to jobs@hvshakespeare.org with the subject line ASSISTANT COMPANY MANAGER by February 1, 2024.