



## **Hudson Valley Shakespeare**

Located eighty minutes north of Manhattan, Hudson Valley Shakespeare (HVS) is a professional non-profit theater company that presents a rotating repertory season of both Shakespeare and more contemporary plays and musicals in an open-air theater overlooking the Hudson River.

### **ASSISTANT COMPANY MANAGER**

The Assistant Company Manager (ACM) assists the Company Manager in overseeing the working and living experience of the entire HVS Company including actors, directors, designers and production staff for all events and performances in the 2025 HVS 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 HVS's new COVID-19 Safety Policies. Company Management will work with the appointed Infection Control Specialist to implement the COVID-19 testing schedule for the dedicated Testing Group
- Uphold the AEA LORT Rulebook and applicable union rules and standards.
- Represent HVS 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 HVS2 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 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.

- The ACM is required to be in residence in the Hudson Valley from early April through the end of September. Housing and transportation are provided.

This is a seasonal position paid \$800 per week. HVS 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](mailto:jobs@hvshakespeare.org) with the subject line ASSISTANT COMPANY MANAGER.**