

## **COMPANY MANAGEMENT ASSISTANT**

### **About Dorset Theatre Festival:**

Dorset Theatre Festival, an acclaimed AEA summer company in Vermont, offers opportunities for in-depth professional experience through entry-level assistant positions. Assistants are crucial parts of each department, learning from and working with professional theatre staff and renowned actors, directors, playwrights, and designers, many with Broadway credits, in our charming, well-equipped theatre in a quintessential rural Vermont setting.

Additionally, the Festival fosters a collaborative environment and provides holistic learning opportunities by requiring all assistants to participate in changeovers between productions.

### **About the Position:**

Dorset Theatre Festival seeks a Company Management Assistant for its 2024 summer season. Employment dates run May 20th through about September 12th.

Working under the supervision of the Company Manager, the Company Management Assistant will serve as a local contact for the casts, design teams, playwrights, and seasonal staff of each Dorset Theatre Festival production during their residence in Vermont.

Responsibilities include artist transportation (including pick-up/drop-off trips to Albany's airport and Amtrak station for visiting artists), maintaining guest and company housing, greeting guest artists when they arrive in Vermont, and assisting with first rehearsals, opening night parties, and several company-wide events throughout the season. The Company Management Assistant will assist the Company Manager in tasks supporting the well-being of the full company.

Two years of college (or relevant work experience) required. Previous Company Management, Stage Management, or customer service experience preferred. Excellent written, verbal, and interpersonal communication skills and demonstrated organizational abilities required.

Successful candidates will be adept at managing multiple tasks simultaneously and will be capable of responding quickly and appropriately to the often personal needs of guest artists. This position requires nights and weekend shifts. A clean driving record, valid driver's license, and access to a personal vehicle is required.

### **Compensation and Perks:**

\$400 per week; shared-occupancy rooming provided.

### **To Apply:**

Email resume, cover letter, and professional references to [jobs@dorsettheatrefestival.org](mailto:jobs@dorsettheatrefestival.org) with your name and position in the subject line.

Dorset Theatre Festival is proud to be an Equal Opportunity Employer. Candidates from historically marginalized communities are encouraged to submit. We are committed to the ongoing work and practice of making our theatre a place that celebrates differences in our community, including race, age, background, class, gender, nationality, disability, and sexual orientation. We strive to continue finding ways of uplifting the voices of all, both in work that we produce on our stage, as well as within the structures and systems we design as we work to become a more diverse, anti-racist, and inclusive organization.