

## **Company Manager**

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

From June to September, Dorset Theatre Festival mounts 4 main stage productions, in a charming 300-seat proscenium theatre built from 3 restored pre-revolutionary barns.

Every summer, Dorset Theatre Festival draws from some of this country's most talented playwrights, actors, and directors to launch new plays that go on to national acclaim, mount regional premieres to bring the best of Off-Broadway to Vermont, and incubate emerging playwrights and artists.

Dorset Theatre Festival's mission is to create bold, innovative, and authentic theatre that engages a diverse, multi-generational community, and economically diverse region: enlightening, entertaining, and inspiring our audience through the celebration of great plays. Locally engaged and nationally relevant, we produce theatre that matters.

### **About the Position:**

Dorset Theatre Festival, an acclaimed AEA summer company in Vermont, seeks a Company Manager for its 2019 summer season. Employment dates run May 13 through early September.

Working under the supervision of the Executive Director, the Company Manager serves as local contact for the casts, design teams, playwrights, and seasonal staff of each Dorset Theatre Festival production during their residence in Vermont. The Company Manager will also supervise up to two Company Management Apprentices.

Responsibilities include making travel arrangements, arranging housing (including maintaining 6 to 8 residences), and greeting guest artists when they arrive in Vermont; keeping guest artists satisfied in order to ensure high quality of performance; maintaining company management seasonal budget; coordinating actors' needs with Stage Management; coordinating first rehearsals, opening night parties, and several company-wide events throughout the season.

Previous Company Management experience in a professional theater is a must for this position. Excellent written, verbal and interpersonal communication skills, as well as 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 personal vehicle is required.

### **Compensation:**

Salary commensurate with experience, less a \$50 weekly housing contribution; single occupancy bedroom in a shared house for the summer season.

### **To Apply:**

Email resume, cover letter, and professional references to Will Rucker, Producing Director, at [jobs@dorsettheatrefestival.org](mailto:jobs@dorsettheatrefestival.org) with your name and position in the subject line. Please indicate in your cover letter how you came across this opportunity.