



**Hospitality and Logistics Coordinator  
Seasonal, Full-Time**

**Reports to:** General Manager/ Company Administrator

**Collaborates with:** Housing & Transportation Team OR Hospitality & Logistics Team

**Start Date:** May 6, 2024

**End Date:** September 1, 2024

**Housing:** Shared bedroom, shared kitchen, and bath in company housing

**Compensation:** \$655.00-\$700.00 per week, housing included

**Overview:**

Weston Theater Company (WTC) is designed to be a collaborative organization; employees forge interdepartmental relationships and contribute to a positive and supportive workplace through teamwork, flexibility, and goal-oriented cooperation. The successful candidate will be passionate and engaged in their area of expertise and will also demonstrate a willingness to help other departments if needed to fulfill WTC's mission: to create theater to engage, entertain, and inspire our ever-expanding community.

Weston Theater Company is located in rural southern Vermont. Having an appreciation for nature and a quiet small-town vibe for the summer is essential. What we lack in population density, public transportation, and urban conveniences is offset by the beauty of 400,000 acres of national forests, lakes, quintessential general stores, and caring community. A successful candidate will thrive in a remote atmosphere where people are brought together to make exceptional theater.

The Hospitality & Logistics team are the first point of contact to Weston, providing accommodations and services to visiting artists and seasonal staff, specifically in the realms of travel, housing, and hospitality. The [Hospitality & Logistics Administrator] will be a key member of this four-person team, serving as the key liaison between fellow team members and artists and seasonal staff. The Administrator will excel in logistics management and interpersonal skills, ensure the care and well-being of the entire company, and foster a working environment that is safe, comfortable, welcoming, and inclusive.

**Responsibilities include, but are not limited to:**

**Schedule & Communications**

- Manage schedule for Hospitality & Logistics team, including implementation of rotating on-call schedule, and hour tracking and entering in scheduling system;
- Maintain updated records of contact sheets, distribution lists, welcome materials such as local entertainment, recreations, and medical resources;
- Serve as urgent needs point of contact for all seasonal staff, Young Company members, and visiting artists and dispatch members of the Hospitality & Logistics team accordingly;

**Hospitality & Events**

# WESTON

T H E A T E R C O M P A N Y

- Support with welcoming and onboarding all guest artists and seasonal staff to Weston including arrival orientations and first day of rehearsal welcomes;
- Plan, coordinate, and assist with welcome dinners, company meals, tech dinners, tech snacks as needed;
- Provide support for special events and company projects including company cookouts, fun days, and support with opening and closing celebrations;
- Work with area partners to arrange gym discounts, local business discounts, etc;

## **Administration**

- Support with tracking all Hospitality & Logistics purchases in budget tracking;
- Support with maintaining and distributing stock of office equipment and facility supplies;

## **Transportation & Housing**

- Support Travel, Transportation, & Tour Manager with driving assignments/schedules. This position involves significant amounts of driving, including to and from train stations and airports that are up to 80 miles away;
- Support Housing & Covid Safety Manager with cleaning schedules and housing needs on busy turnover days.

## **PREFERRED REQUIREMENTS:**

- Exceptional communication skills, both written and verbal, delivering clear messaging;
- Highly organized;
- Excellent interpersonal skills, including being a strong listener and patient individual;
- Previous logistics management and/or hospitality experience, preferably with a summer theater schedule is a plus;
- Collaborative and consistent work ethic with the ability to maintain and exude pleasant, calm demeanor under intense schedules, and workloads;
- Adaptable and flexible; strong problem-solving skills;
- Ability to be professional and maintain confidential information;
- Interest in taking care of others, including willingness to respond effectively and appropriately to emergency needs;
- Valid driver's license with clean driving record; comfortable driving rented vehicles, including Mini-van and cargo van, for long periods of time;
- Ability to thrive in rural area with very limited cell service.

Weston Theater Company is proud to be an Equal Opportunity Employer. We strongly encourage applicants from historically marginalized communities. WTC recognizes that historic institutional practices have led to an exclusionary and harmful environment for members of these communities, and is actively working to become a more diverse, anti-racist, inclusive organization. We acknowledge and welcome the complexity of the work ahead.

Full vaccinations for staff, creative team, and artists are mandatory for employment, as is adherence to all COVID-19 safety protocols. Proof of vaccination will be required upon first day of work.



To apply, send cover letter, resume, and three references to [hire@westontheater.org](mailto:hire@westontheater.org). Please put "Hospitality & Logistics Coordinator" in the subject line.