



**Director of Hospitality and Logistics
Seasonal, Full-Time**

Reports to: Director of Production & Operations

Supervising: Housing & Covid Safety Manager; Travel, Transportation, and Tour Manager; and Hospitality & Logistics Assistant

Start Date: April 1, 2024

End Date: September 8, 2024 (with the possibility to extend into the fall or year-round)

Housing: Single bedroom, shared kitchen, and bath in company housing

Compensation: \$1000 -\$1100per week, housing included

Overview:

Weston Theater Company's (WTC) Director of Hospitality & Logistics will oversee the hospitality, housing, transportation, and other logistics and company management needs of a group of 30 seasonal staff members and 60 visiting artists and actors, serving as the first point of contact between Weston and visiting artists and staff. The Director of Hospitality & Logistics will excel in interpersonal skills, ensure the care and well-being of the company, and work alongside Weston's year-round staff to foster a working environment that is safe, comfortable, welcoming, and inclusive. The Director of Hospitality & Logistics will thrive in a remote, rural atmosphere where people are brought together to make exceptional theater and will be a champion for 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.

Responsibilities include, but are not limited to:

General

- Manage seasonal Hospitality & Logistics team of 3-4 people, as well as work with Director of Production & Operations to track department overtime;
- Track all Hospitality & Logistics purchases, manage department budget, and submit receipts in a timely manner;
- Maintain and distribute stock of office equipment and facility supplies;



Hospitality & Communications

- Support General Manager and Director of Production & Operations with welcoming and onboarding all guest artists and seasonal staff to Weston including arrival orientations and first day of rehearsal welcomes;
- Maintain updated records of contact sheets, distribution lists, welcome materials such as local entertainment, recreations, and medical resources;
- 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;
- With Hospitality team members, serve as urgent needs contact for all seasonal staff, Young Company members, and visiting artists;
- Support completion of accident reports when appropriate and help Director of Production & Operations stock first aid kits in all spaces.

Transportation

Overall, note that this position involves providing and scheduling significant amounts of driving, including to and from train stations and airports that are up to 80 miles away;

Collaborate with Travel, Transportation, and Tour Manager to:

- Arrange and purchase travel for all actors, directors, and designers in accordance with union agreements;
- Ensure safe and timely transportation to and from Weston, coordinating and scheduling drivers;
- Ensure daily transportation for all AEA, Young Company members, staff, and designers to daily rehearsals and performance calls; administer vehicle sign-out policies and procedures;
- Coordinate transportation for actors, staff, and Young Company members for grocery runs, laundromat visits, and other essential functions; Manage and submit all travel, baggage, mileage, and shipping reimbursements to General Manager;
- Oversee use and availability of limited company cars.

Housing

Collaborate with Housing & Covid Safety Manager to:

- Assign housing for all Company Members;
- Assist Director of Production & Operations with execution of rental property leases, confirming dates of residency, walking through properties at the start and end of the season to carefully document contents and condition of rented properties prior to and following company's occupancy;
- Serve as the point person with landlords until the arrival of the Housing & Covid Safety Manager;
- At end of season, or any company member's stay in housing, ensure timely checkout and turnover/cleaning of room or house as needed;
- Coordinate with cleaning crews to ensure safe and sanitary conditions for all company



members throughout the summer;

- Ensure that timely garbage, recycling and compost collection is taking place;
- Work with General Manager to manage pet deposits and housing security deposits;
- Ensure proper end of leases at the end of the season. Document any damaged or missing items during occupancy. Ensure return of any items rented or leased during occupancy;

PREFERRED REQUIREMENTS:

- Exceptional communication skills, both written and verbal, delivering clear messaging;
- Highly organized, including strong budgeting skills;
- 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 mentoring and training up-and-coming Hospitality Managers;
- Interest in taking care of others, including willingness to respond effectively and appropriately to emergency needs; Knowledge of and respect for adhering to industry and OSHA standard safety practices;
- Valid driver's license with clean driving record; comfortable driving rented vehicles, including Mini-van and cargo van, for long periods of time;
- Knowledge of AEA, USA, and SDC rules regarding travel and housing;
- 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. Please put "Director of Hospitality & Logistics" in the subject line. This position has the option of extending into the fall and/or turning into a year-round position.