



**GENERAL MANAGEMENT ASSISTANT**  
**Seasonal, Full-Time**

**Reports to:** General Manager

**Start Date:** May 20, 2024

**End Date:** August 25, 2024

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

**Compensation:** \$360 per week + overtime, 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.

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

- Assist the General Manager with day-to-day office management for a four-show season and a summer staff of approximately 35 people;
- Assist the General Manager and Production Management in scheduling and recording weekly company meetings;
- Assist with creation and distribution of the *Weston Weekly*, the company newsletter;
- Assist with the scheduling and logistics of monthly all company meetings;
- Assist Production Management with TYA outdoor touring production, responsibilities might include site-visits, being a point person for the venue, and helping to coordinate venue information with production team;
- Provide support in fostering relationships within the community, such as support with welcome dinners, company picnics, tech dinners, etc.;
- Assist the General Manager with budget tracking, receipt collection and credit card reconciliations;
- Assist the General Manager with maintaining and improving administrative systems and company-wide communication including shared drives and creation of production boards across campus; support Company Administrator with mail sorting and supply ordering as needed;
- Occasional assistance with audience services, production management, and company management as needed;
- Attend Young Professional Career Development Meetings;
- Assist in the upkeep, cleanup, and maintenance of work areas and equipment;
- Provide support for special events or company projects as needed;

**PREFERRED REQUIREMENTS:**

- Interest in arts administration, producing organizations, and theater;

# WESTON

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

- Excellent interpersonal, organizational, collaborative, and communication skills both verbal and written;
- Provide excellent hospitality and be a champion of all Weston Theater Company's programming;
- A strong work ethic, sense of humor, and desire to be part of a team;
- Computer literacy with emphasis on Office 365, Google, and CRM experience is a plus;
- Comfortable driving company owned and rented vehicles is a plus;
- Ability to manage multiple, overlapping productions, projects, and personalities with grace;
- Flexibility, adaptability, and a positive attitude;
- Be at least 18 years of age;
- Ability to thrive in rural area with limited cell phone reception.

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 "General Management Assistant" in the subject line.