



Travel, Transportation, and Tour Manager
Seasonal, Full-Time

Reports to: Director of Hospitality & Logistics

Start Date: May 6, 2024

End Date: August 25, 2024

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

Compensation: \$700-\$750/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.

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 team will excel in hospitality 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:

Transportation & Travel

- Overall, note that this position involves providing and scheduling significant amounts of driving;
- 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;
- Manage company vehicle sign out policy and help General Management collect Driver Policy paperwork from company members wishing to sign-out vehicles;
- Coordinating transportation schedules with availability of Hospitality teammates and volunteer drivers.



Tour Management

- Manage hospitality and company management of the TYA Tour ensuring that the tour has everything they need on the road, including snacks, lunch, water, ice, and weather provisions for cold/hot days etc.

Hospitality

- Collaborate with Hospitality & Logistics team to ensure that all hospitality needs are met;
- With Hospitality & Logistics team members, serve as urgent needs contact for all seasonal staff, Young Company members, and visiting artists;
- Assist with housing change overs as needed;
- Supporting special programming events, including first rehearsals and opening nights;
- Creating and distributing itineraries, welcome packets, and other resources;
- Contributing to management of the department budget, including tracking and reconciling.

PREFERRED REQUIREMENTS:

- Exceptional communication skills, both written and verbal, delivering clear messaging;
- Excellent interpersonal skills, including being a strong listener and patient individual;
- Highly organized, including strong budgeting skills;
- 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, including driving a company member to the hospital at any hour of day or night;
- 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 areas 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.

WESTON

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

To apply, send cover letter, resume, and three references to hire@westontheater.org. Please put "Travel, Transportation, & Tour Manager" in the subject line.