



**HOSPITALITY & LOGISTICS ASSISTANT**  
**Seasonal, Full-Time**

**Reports to:** Director of Hospitality & Logistics

**Start Date:** May 20, 2024

**End Date:** September 1, 2024

**Housing:** Shared bedroom, shared 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:**

- Support Hospitality & Logistics team in all aspects of travel, housing, and hospitality needs for summer company members and all guest artists;
- Support Hospitality & Logistics team in coordination of welcome dinners, special events, tech dinners, and other gatherings;
- Provide transportation to company members as needed for arrivals, departures, rehearsals, performances, and grocery & gym runs as needed;
- Assist in coordination of cleaning schedule; help with housing turnovers and arrival preparation;
- Assist in the upkeep, cleanup, and maintenance of all work areas and housing locations as needed, including the collection of recycling and compost from all company owned and rented housing on a weekly basis;
- Assist in ordering inventory/supplies for company housing, office, and theaters as needed;
- Attend Young Professional Career Development Meetings;
- Provide support for special events or company projects as needed;

**PREFERRED REQUIREMENTS:**

- Proven interest and skills in company management, special events, and/or standard theatrical production;
- Must enjoy working with people, and be interested in hospitality/community relations;
- Prior experience and/or study concentrated in theater, hospitality and/or theater administration preferred;
- Ability to manage multiple, overlapping productions, projects, and personalities with grace;
- Excellent inter-personal, organizational, collaborative, communication skills;
- Willingness to learn and adhere to industry and OSHA safety practices;

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

- Ability to lift up to 25 lbs. safely with assistance;
- Positive attitude;
- Valid driver's license with clean driving record;
- Comfortable driving rented vehicles, including mini-van and cargo van, if necessary, sometimes for long periods of time;
- At least 18 years of age;
- Ability to thrive in a 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 "Hospitality & Logistics Assistant" in the subject line.