



Company Manager/ Assistant Stage Manager (\$400/week plus housing)

The Company Manager oversees the working and living experience of the entire Wagon Wheel Company including actors, directors, designers, and production staff for all productions in the summer season. Reporting directly to the Associate Artistic Director, they should enjoy working with a supportive team in a fast-paced environment. An ability to solve problems, facilitate solutions, and work with creative people from various backgrounds is essential. This position will also serve as an additional ASM (please see our ASM job description posted online)

Principle duties and Responsibilities:

- Working with the Associate Artistic Director assisting and implementing Wagon Wheel COVID-19 Safety Policies including completing the required Covid-19 Compliance Officer Training provided by the Wagon Wheel Center for the Arts (or providing previous certification).
- Company Manager will work with the Associate Artistic Director to implement the COVID-19 testing schedule and other health and safety policies.
- Facilitate and coordinate opening night parties, other company events, and publicity.
- Working with the Associate Artistic Director to arrange and prepare company housing, transportation, and travel.
- Serving as the day-to-day immediate contact with housing providers/landlords and communicating artists' needs and housing concerns.
- Assisting as needed with collecting paperwork or other tasks set forth by the Associate Artistic Director and Stage Manager.
- Familiarity with Wagon Wheel safety manuals and operating procedures.
- Bringing immediate concerns that are not within the roles and responsibilities of the Company Manager to the Associate Artistic Director.
- **Any additional tasks as requested by the Production Stage Manager**

Skills:

- Strong communication with excellent interpersonal skills practicing patience and compassion
- Organized and flexible
- Ability to be self-sufficient and self-motivated
- Ability to prioritize and have good time management
- Must provide own vehicle and have a clean driving record
- Proficiency with Google docs, sheets, and calendar

For questions contact: Jennifer Dow, Associate Artistic Director at jen@wagonwheelcenter.org
www.wagonwheelcenter.org