

## **Company Manager**

**Department:** Artistic

**Reports to:** Associate Artistic Director

**Direct reports:** N/A

**Classification:** Full-Time, Temporary, Exempt

**Compensation:** \$1,000/week

**Employment dates:** Position is available immediately/August 15, 2022 – October 21, 2022

**How to apply:** To apply, please submit a cover letter and resume to [human.resources@longwharf.org](mailto:human.resources@longwharf.org) with “Company Manager” in the subject line. Deadline to apply is Friday, August 12, 2022.

### **The Invitation**

Long Wharf Theatre is on an unprecedented journey where art and activism can live side by side. We are committed to building a boundary-breaking theatre company with, for, and by the greater New Haven community. We are seeking a Company Manager to support the care of Guest Artists and company-wide hospitality for projects during the 2022/23 season.

### **Job Overview and Duties**

Working under the supervision of the Associate Artistic Director and in partnership with the Director of Production, the Company Manager will provide essential support to cultivate a joyful, efficient, and safe working environment for all artists at Long Wharf Theatre. This person will oversee all company management duties including, but not limited to, making travel arrangements, arranging housing and transportation for guest artists, and maintaining the company management budget. This person will have a rigorous attention to detail, a passion for radical hospitality, and an unwavering commitment to anti-racism and anti-oppression.

Previous Company Management experience or equivalent hospitality management experience is helpful, but not necessary. If you have held jobs as an executive assistant, travel agent, hotel employee, or a caregiver, among other people-centered positions, this experience may be right for you. This position requires some nights and weekend shifts, a clean driving record, and a valid driver’s license. Adeptness in Microsoft Excel and Word, responsiveness to email, and willingness to learn new web-based software as required for administrative purposes.

**Full vaccination against COVID-19 is required as a condition of employment.**

**We strongly encourage individuals from historically underrepresented communities to apply including people of color, people with disabilities, trans/non-binary/genderqueer folx, and LGBTQIA+ people.**