



Company Manager

Description: Adirondack Theatre Festival, a professional, Equity, theatre company committed to new and contemporary works, is seeking a Company Manager for the 2016 summer season. Each summer ATF produces a six week season of theatre for an audience of more than 8,000 using professional artists from New York City and across the country. Our six week summer season includes four mainstage productions, a new play workshop, two cabarets, and a children's dinner theatre. ATF is the only professional summer theatre in the Capital District, Saratoga and Adirondack regions of upstate New York solely committed to producing new and contemporary works.

Company Management responsibilities include supervising and arranging transportation and housing for all Festival participants including visiting artists, staff, and interns, maintaining the Festival contact sheet, supervising Festival interns, and working with the Managing Director and Producing Artistic Director on all Festival hospitality and development events. Responsibilities include picking up/dropping off visiting artists at airport and train station, coordinating daily local travel to and from theater for visiting artists, compiling and distributing welcome packets, organizing meet-and-greet and other special company events, and addressing all general needs of artist, staff, and interns relating to housing, reimbursements, and transportation. Additional responsibilities may include assisting the Managing Director in day-to-day functions as needed including, but not limited to, Equity reports, Box Office oversight, and payroll.

Qualifications: The ideal candidate will have experience in a professional theatre company setting as a Company Manager and possess superior skills in customer service, hospitality, and office administration. The preferred candidate will display excellent organizational, written and verbal communication, time management, and interpersonal skills along with the ability to maintain confidentiality. The ability to work collaboratively with diverse interns, staff, guest designers, and community members is also required.

Position is full-time from May 18 – August 12, 2016 (dates subject to change and are flexible) with a salary of \$350/wk. Housing provided with a private room. Valid driver's license required.

To apply: Please complete online employment application at www.atfestival.org/opportunities/employment and include a cover letter, resume and phone numbers/email addresses of three professional referenced. Application deadline is February 1, 2016.