

Assistant Company Manager

The Assistant Company Manager works closely with the Company Managers and the General Management team on all day-to-day company management duties of the General Management department at the Public Theater/New York Shakespeare Festival. You will report to the Managing Director and be a member of the General Management department of the Public Theater.

Starting Salary is \$55,000. Please submit your resume to jobs@publictheater.org. This is a non-exempt position, according to the Fair Labor Standards Act.

Responsibilities:

- Support Company Managers with shows, developments and other programs as needed
- Book travel and housing needs for creatives as requested
- Assist Company Manager and House Seat Coordinator in booking and processing staff and performing artist ticket requests
- Process artist new hire paperwork and update artist database
- Create and foster meaningful and productive relationships with the performing and creative artists
- Assist with addressing artist physical and mental health needs including, submitting worker's comp claims, booking doctor appointments, and liaising with the physical therapy team
- Assist with providing artist hospitality, including, but not limited to providing food and snacks as needed
- Participate in interdepartmental meetings including production meetings and post-production debriefs.
- Responsible for tracking relevant Company Management corporate card expenses
- Be in attendance for nightly curtains and assist the Box Office to handle artist ticketing
- Process payments and stipends including but not limited to commissions, reimbursements, and union payments.

Required Competencies:

- **Cultural Competency:** An understanding and openness to continue learning of Anti-Racism and Anti-Oppression principles and practices, and the ability to interact effectively with people of different cultures and socio-economic backgrounds*
- **Project Management:** The ability to understand and execute both the strategy and operational aspects of a project, the ability to manage multiple competing priorities.*
- **Adept at creating partnerships and working collaboratively** to meet shared objectives and goals
- **Caregiving:** The ability to notice, interpret, and anticipate others' concerns and feelings, and to communicate this awareness empathetically to others.
- **Attention to Detail:** Ability to work methodically to achieve thoroughness and accuracy when accomplishing a task*
- **Communication:** The ability to communicate transparently and effectively across mediums with an emphasis on interpersonal communication. This is a team that celebrates the asking of questions and collaborative thinking. This assistant will thrive when they can recognize and request support when additional help is needed.
- Programs regularly used and expected to learn include Tessitura, Google Drive, Formstack, Microsoft Office, Adobe, Zoom, Slack, Concur
- **Flexible schedule-** required to work nights and weekends often

COVID-19 and Vaccination Policy:

- As a condition of employment, The Public will require all who report to work on site (either at The Public Theater or any other workspace or performing location) to receive the COVID-19 vaccine.
- The Public Theater General Management Department is currently engaged in a combination of remote and in-person work. This position will begin work remotely but is expected to begin working in person during the 2021-2022 season.

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, ability, age, or veteran status.

*Denotes language influenced by and/or used with approval from Baltimore Center Stage