



**JOB DESCRIPTION: Company Management Associate**

Rev. 01/2023

**Job Title: Company Management Associate**

**Reports To: Company Manager**

**Department: Company Management**

**FLSA Classification: Seasonal, Full Time, Non-Exempt**

**Wage/Compensation Range: \$15-17/hr, with housing (utilities included), insurance, paid time off, and paid holidays provided**

Our goal is to be a diverse workforce that is representative, at all job levels, of the community we serve. Goodspeed Musicals is committed to creating an equitable, inclusive, and accessible workplace environment, and is proud to be an Equal Opportunity Employer. Women, non-gender binary/trans individuals, BIPOC (Black, Indigenous, and People of Color), and people with disabilities are STRONGLY encouraged to apply.

**General Statement of Job Function:**

The Company Management Associate will be involved with the day-to-day details of an artist's time at Goodspeed and assist the Company Manager and Assistant Company Manager with addressing the needs of the artists/staff in residence.

**Primary Duties and Responsibilities:**

- Assist with elements of artist/staff transportation including but not limited to: travel to necessary appointments for routine and emergency medical needs, coordinating transportation services with volunteer Guild, weekly shopping trips, and the Company Management Car Share Program.
- Provide rehearsal- and performance-related support by participating in the "on call" schedule for rehearsals and performances.
- Assist with elements of artist/staff housing including: preparing arrival packets, preparing linen sets, coordination of cleaning services for housing (and providing follow-up as needed), preparing rooms and houses, and greeting artists/staff upon arrival.
- Assist with the set up and break down of changeover and tech meals.
- Evening and weekend work will be required, as well as shared "on call" time each week.
- Assist Company Manager and Assistant Company Manager as needed.

**Other Duties and Responsibilities:**

- Assist with inventory of company housing and first aid.
- Assist with updating and maintaining the local contact sheet, train schedules, shopping notifications and preventative physical therapy sign-up sheet.
- Assist with mail and package distribution.

- Other duties as assigned.

**Required Qualifications & Skills:**

- Honesty and sense of humor.
- Ability to treat confidential information with the utmost discretion.
- Respect for Goodspeed's mission and drive, including the understanding that the focus of our work is to support the artistic and creative process—and people—at the heart of making musical theatre.
- Exhibit interpersonal savvy, which includes relating comfortably to a variety of personalities; cultivating and maintaining positive relationships; employing discretion, diplomacy, and tact; seeking the positive in all situations.
- Comfortably and effectively cope with change and ambiguity, which includes effectively transitioning between tasks and timelines; identifying priorities and making good decisions with a minimum of information; staying relaxed and proactive when things are uncertain; confidently managing risk and uncertainty.
- A commitment to an equitable work environment, which includes use of gender inclusive language; support for individual gender expression, racial equity and inter-generational collaboration; accessibility for people with disabilities; and cultural sensitivity.
- Strong organizational skills.
- Ability to lift 50lbs.
- Proficiency on Microsoft Office and Google Workplace and Forms.
- Proven success working well as part of a team.
- Ability to problem-solve independently, often under pressure.
- Must possess a valid driver's license, a clean driving record, and must have reliable transportation.
- Night and weekend work is required.

**Preferred Qualifications & Skills:**

- Previous experience in Hotel/Hospitality, Event Planning, or Culinary experience and/or experience in Stage Management, Company Management, or General Management.
- General knowledge of theater terms, practices, and etiquette.