



Company Manager

Description: Adirondack Theatre Festival, a professional, Equity, theatre company committed to new and contemporary works, is seeking a Company Manager for the 2019 summer season. Each summer ATF produces a nine-week season of theatre for an audience of more than 9,000 using professional artists from New York City and across the country. Our 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 planning/executing all Festival hospitality events. Company Manager supervises one Company Management Intern and reports directly to the Producing Artistic Director and Managing Director.

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, performing staff & intern “check-ins”, 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.

The Company Manager is part of a thirteen-person staff joined by thirteen interns. Work is done at the 294-seat Charles R. Wood Theater in Glens Falls, NY located in the Southern Adirondack/Lake George region of upstate New York.

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. Candidate must have car (mileage reimbursement will be provided).

Position is full-time from May 27 – August 14, 2019 with a salary of \$350/wk (possibility of May 20 start date, if available). Housing provided with a private room. Valid driver's license required. Applications will be accepted until the position is filled. Submit cover letter, resume and phone numbers/email addresses of three professional references to Chad Rabinovitz at chad@atfestival.org.