



Company Manager - Adirondack Theatre Festival

Adirondack Theatre Festival (ATF), a professional not-for-profit summer festival of new plays and musicals in upstate New York, seeks a Company Manager for the 2023 season in Glens Falls, NY.

Responsibilities: The Company Manager is responsible for providing excellent hospitality to all festival artists and visiting staff. Responsibilities include (but are not limited to): working with festival staff to ensure that all artist paperwork is completed and received on time; coordinating air, train, and ground transportation; coordinating housing rental agreements and payments; working with interns and volunteers to clean and stock housing units as needed; updating and distributing welcome packets; providing transportation to/from train stations, airports, and grocery stores as needed; working with festival staff, Board, and local sponsors to coordinate opening night parties and other special events; and supervising interns as needed.

Qualifications: The ideal candidate will be a highly organized and detail-oriented “people person” with experience in company management, hospitality, or customer service. Basic familiarity with Microsoft Outlook, Excel, and Zoom are required. The ability to form positive working relationships with diverse artists, partner organizations, staff, Board members, festival patrons, and community members is essential. A valid driver’s license, reliable transportation, and the ability to lift up to 25 pounds are required.

Term: The Company Manager will work remotely for up to 20 hours/week from **April 10 - June 4** and will work full-time on-site in Glens Falls, NY from **June 5 - August 14, 2023**.

Compensation:

April 10 - June 4: \$16/hour

June 5 - Aug. 14: \$650/week

Submissions: please send brief cover letter, resume, and phone numbers/email addresses of three professional references to Miriam Weisfeld, Producing Artistic Director: miriam@atfestival.org

ATF complies with the Covid safety requirements of the professional actor’s union (AEA); all employees are currently required to show proof of vaccination and negative Covid 19 test before beginning work on-site. ATF’s requirements will continue to be updated in response to updated union requirements.

At Adirondack Theatre Festival, we are actively working towards creating an inclusive, equitable, and anti-racist theatre making environment. We are striving towards building an extensively inclusive setting within our theatrical organization for artists, staff, and audiences from oppressed communities who are historically underrepresented in this field. This includes, but is not limited to, those who identify as Black or African American, Latinx or Hispanic, Asian or Pacific Islander, Indigenous, and all people of color, as well as women, LGBTQ+, people with disabilities, and immigrants. People from historically underrepresented communities are strongly encouraged to apply.