

SEASONAL COMPANY MANAGER

The Seasonal Company Manager reports directly to the Artistic Associate and works to support the day-to-day needs of visiting artists and their use of LDTC facilities to ensure a positive working environment.

Responsibilities:

- Address the general needs of company members
- Maintain and distribute general LDTC information and Employee Handbook
- Arrange and ensure safe, sanitary, and comfortable housing for visiting artists in accordance with Equity guidelines
- Clean and pack up company apartments at the end of the summer season
- Arrange transportation to, from, and within Summit County for all visiting artists. This may include personally operating company vehicles to shuttle performers to and from the airport, general errands, rehearsals, and other local events etc.
- Provide hospitality by greeting visiting artists upon arrival, organizing company events, and assisting with company meet & greets and post-show events
- Manage distribution and collection of keys
- Distribute company mail and payroll
- Attend weekly one-on-one meetings with Artistic Associate
- Other duties as assigned by Producing Artistic Director and Executive Director and Artistic Associate

Qualifications:

- Exceptional organizational, communication, time-management, and creative problem-solving skills
- A positive attitude, strong sense of humor, and passion for artist care
- Previous experience in company management, hospitality, and/or event planning
- Candidate must have a valid driver's license and be able to pass a motor vehicle background check
- Duties may include heavy lifting/carrying items up or down stairs. Candidate must be able to lift up to 50 lbs.

The Seasonal Company Manager is also tasked with supervising the Company Management Apprentice. Ideal candidates should have a background or interest in teaching and a passion for mentoring emerging theatre professionals.

Dates of Employment: May - August 2020



Lake Dillon Theatre Company
LDTC Summer Season 2020

The Lake Dillon Theatre Company in Silverthorne, Colorado is a professional theatre working under an AEA SPT contract. The LDTC has an annual budget of just under \$2M and is committed to enhancing the quality of life in Summit County and the Colorado Front Range by providing unique and accessible cultural experiences through the Performing Arts.

The Silverthorne Performing Arts Center, a newly opened \$10m facility, is home to the LDTC. The SPAC is the center of arts and culture development and growth and the LDTC is the core foundation to this expansion. The LDTC's core values of integrity, impact, quality, intimacy, and diversity of programming influence all aspects of development, programming, and operations. For more information, please visit our website: www.lakedillontheatre.org

Housing and travel accommodations or travel stipends available.

LDTC is a proud equal opportunity employer. No person shall be excluded from the services of the organization because of race, color, religious beliefs, sex, age, gender orientation, national origin, or physical or mental disability.

To apply:

Please submit cover letter, resume, and references (as one PDF) via email to production@lakedillontheatre.org.

Please include **COMPANY MANAGER** in subject line.

Deadline for applications: Friday, January 31, 2020