

Job Title: Assistant Company Manager

Reports to: Company Manager

Department: Company Management

FLSA Classification: Full-Time, Non-Exempt

Wage/Compensation Range: \$18/hr, with housing (utilities included), insurance, paid time off, and paid holidays provided

Goodspeed Musicals is committed to cultivating an environment where equity, diversity, inclusion, accessibility, and belonging are experienced at all job levels throughout our organization. Goodspeed is proud to be an Equal Opportunity Employer, and aims to have diverse staff that is representative of all theatre makers. BIPOC (Black, Indigenous, and People of Color), LGBTQIA+, and people with disabilities are strongly encouraged to apply.

General Statement of Job Function: Provide exemplary care and hospitality to the artists in residence at Goodspeed for the duration of their time with Goodspeed. Also be a point of contact and support to all guests and staff residing in Goodspeed housing, assisting the Company Manager to address their needs.

Primary Duties and Responsibilities:

- Coordinate elements of artist/resident 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.
- Coordinate 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.
- Provide rehearsal and performance related support by participating in the “on call” schedule for 2-3 nights a week.
- Regularly check in with creative companies at the top, break, and end of rehearsals.
- With the Company Manager, receive and triage communications and requests from Goodspeed residents
- Coordinate utility and maintenance concerns with Building Services.
- In conjunction with the Company Manager, coordinate and serve meal service during technical periods at the Goodspeed Opera House and the Norma Terris Theatre, as well as other meal/beverage provision as requested, and providing appropriate options/respect for specific dietary needs/restrictions as they arise.
- Maintain first aid supplies for Company Management at both the Opera House and the Norma Terris Theatre.
- Collaborate with Company Manager to supervise Company Management Associate as appropriate.
- Support Company Manager with the creation and maintenance of the housing matrix used to assign and manage Goodspeed’s housing inventories.

- Foster a culture of customer service and collaboration.
- Assist Company Manager as needed.
- Other duties as assigned.

Required Qualifications and Skills:

- 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.
- Ability to treat confidential information with the utmost discretion.
- 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.
- Proactive, positive attitude, strong work ethic, and a sense of humor
- Ability to work collaboratively in a team setting while also being self-directed
- Remain service-centered, supporting the many users of Goodspeed’s facilities (visiting artists, resident staff, patrons, among others)
- Appreciation for the performing arts in making our world a better place
- 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 and Skills:

- 1-3 years’ experience in theatre (Company Management or theatre-related management) preferred.
- Hotel/Hospitality, Event Planning, or Culinary experience.

How to Apply: Please send a cover letter, resume, and list of three references to jobs@goodspeed.org with the subject line “Assistant Company Manager.”

Employee Acknowledgement / Date

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