

VTF Asst. Company Manager/Covid Compliance Officer

About this Job

Virginia Theatre Festival is seeking an Assistant Company Manager/Covid Compliance Officer for our Summer 2022 season. Qualified candidates will possess excellent verbal and written communication skills and the ability to organize and execute tasks in a fast-paced environment. Applicants must be detail-oriented, self-motivated, flexible, and be able to work in a team situation.

The Assistant Company Manager will support the Company Manager and administrative staff with all aspects of managing a 50+ member company. Working with the Covid Compliance team, the Assistant Producer will also work to implement the VTF COVID Safety Plan. The safety plan, developed following University and Union guidelines, encompasses rehearsal & production protocols, occupancy limits in spaces, testing, symptom monitoring, cleaning, disinfecting and PPE training, among other elements.

Pay Rate

15.00 per hour. We provide housing within walking distance to the theatre and various restaurants for those employed from out of town.

Duration

June 1, 2022 through August 8, 2022. 40 hours/week in a varied work schedule. Day, weekend, and evening hours required.

Work Authorization Requirements

US work authorization is required.

JOB DUTIES

- Support the experience of visiting artists and staff
- Act as point of contact for company members' requests
- Assist Company Manager in coordinating bios for company members as well as creation and maintenance of company contact sheets
- Familiarity with AEA and union protocols
- Assist with company meetings and events
- Coordinate, arrange, and prepare company housing and transportation
- Troubleshoot issues in a professional manner
- Work with Covid Compliance team to implement VTF's COVID Safety protocols during rehearsals and performances
- Evaluate practices and procedures to assess risk and adherence to both University and AEA COVID Safety policies
- Enforce policies and protocols in collaboration with Covid Compliance team

- Ensure employee screening protocols are in place, with the determined type of screening and frequency as appropriate
- Other duties as assigned

REQUIRED EXPERIENCE AND SKILLS

- Excellent customer service and communications skills
- Extreme attention to detail
- Ability to communicate clearly and concisely
- Possess a positive, cheerful, and professional demeanor with both patrons and co-workers
- Ability to work both independently and together with co-workers
- Capability to think critically and to make decisions
- Ability to remain calm under stressful situations
- Comfortable using technology

PREFERRED EXPERIENCE AND SKILLS

- Prior customer service experience
- Experience in theatrical production
- Drivers license
- An enthusiastic interest in working in the theatre, arts, and in arts administration roles is welcome!

TO APPLY

To apply for this position, please email your resume to us as follows:

Subject line: ASST. COMPANY MANAGER - your last name and first initial

Example: ASST. COMPANY MANAGER – Smith, J.

Email to: virginiatheatrefestival@virginia.edu