

## **Shakespeare In the Parks Company Manager**

**Hourly pay: \$22-\$24/hr**

**Hours: Seasonal; Part-time; 20 to 30 hours a week based on needs of program**

The Shakespeare In the Parks Company Manager will work closely with the cast and crew to provide support in communication, transportation, scheduling, rehearsals, and performances. The Company Manager will also serve as the onsite point of contact with venues on the tour. Candidate must be able to drive a vehicle. Experience working in Theatre required.

### **Rehearsal Schedule**

Location: Clarice Performing Arts Center

Rehearsal Time: 7:30-10:30 pm on Weekdays; 10 am – 3 pm on Saturdays

Date Range: May 29 – June 17, 2023

### **Tech Rehearsal**

Location: Bowie Center for the performing Arts

Rehearsal Time: 7:30-10:30 pm

Date Range: June 20 – June 24, 2023

### **Tour Schedule**

Location: 12 site tour across various locations in Prince George's and Montgomery Counties

Performance Time: 7 pm – 8:30 pm (except for select sites with earlier events).

Date Range: June 25 – July 23, 2023

### **Duties include but are not limited to:**

- Supervising a cast of professional actors during rehearsals and on tour.
- Coordinating and distributing a daily schedule for rehearsals
- Supporting Artistic Director at rehearsals including taking attendance and set up/break down of rehearsal space.
- Serving as a liaison between the artistic staff and cast by providing actors with regular updates on rehearsal and tour logistics
- Keeping a clear line of communication with Artistic Staff and Arts Specialist to ensure a smooth flow of activities.
- Transporting equipment to each tour site
- Helping ensure the SITP Truck and additional vehicles are properly maintained, fueled, cleaned, and packed up with supplies for events.
- Serving as point of contact with venue at tour sites.
- Maintaining document event logs and other needed program documentation.
- Performing other duties as assigned.

### **To Apply**

Email a resume and cover letter to [megan.merchant@pgparks.com](mailto:megan.merchant@pgparks.com)