

Teen Performance Ensemble Company Manager

Hourly pay: \$18-\$20/hr

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

The TPE Company Manager will serve as onsite lead for the Teen Performance Ensemble Summer Tour. The Company Manager will be responsible for assisting with rehearsals, transporting and supervising teen actors on tour, and serving as onsite coordinator. Candidate must be able to drive a vehicle. Experience working in Theatre and with adolescents required.

Rehearsal Schedule TBA

Location: Publick Playhouse

Rehearsal Time: 6-8 pm

Date Range: April 16 – June 23

Tour Schedule TBA

Meet up location: Prince George's Ballroom

Work Time: 9 am – 3 pm

Date Range: June 25 – August 19

Duties include but are not limited to:

- Support Artistic Director at rehearsals including taking attendance and setting up rehearsal.
- Supervise a cast of teen actors during rehearsals and on tour.
- Transport students and equipment to each tour site
- Lead on-site event setup and clean up
- Ensure the Teen Performance Ensemble vehicle is properly maintained, fueled, cleaned, and packed up with supplies for events
- Serve as onsite point of contact at tour locations.
- Keep a clear line of communication with Artistic Staff and Arts Specialist to ensure a smooth flow of activities.
- Maintain document event logs and other needed program documentation.
- Perform other duties as assigned.

To Apply

Email a resume and cover letter to megan.merchant@pgparks.com