



## Company Management Internship

### POSITION SUMMARY

The Company Management team is responsible for coordinating all travel and housing for the company during a busy and active summer season (June-August). Internship applicants should have the ability to work and communicate effectively with different personality types in a variety of situations. The ideal candidates will possess excellent time management skills and will be highly organized. Most importantly, all candidates should have creative problem solving skills, the ability to multi-task under pressure, and an interest in hospitality and customer service. This position reports to the Company Manager.

### RESPONSIBILITIES

- Assist the Company Manager & Company Management Assistant in arranging and providing hospitality and communication to the acting company and guest artistic staff
- Hands on in arranging travel and housing
- Help coordinate refreshments for Meet & Greets
- Organize and maintain housing kits and prepare residences for company members
- Work with the team to coordinate daily shuttle schedules
- Assisting in the special needs of the company and working to welcome artists to Ithaca and the Hangar Theatre

### REQUIREMENTS

- Extensive knowledge of theatrical production and management
- Refined standards of organization and attention to detail
- Excellent administration and communication skills
- Ability to take direction and work with others in a team oriented environment

**Seasonal salaried:** \$150/week (with housing provided)

To apply, please send cover letter and resume to [jobs@hangartheatre.org](mailto:jobs@hangartheatre.org).

Application review will begin 3/15 and continue until position is filled.