



POSITION:	Assistant Company Manager/Audience Services Associate
FULL-TIME OR PART-TIME:	Seasonal Full-time
COMPENSATION:	\$750/week up to 45 hours/week (housing if needed, information available upon request)
SCHEDULE:	May–July 2026 (weekdays, weeknights, weekends, and occasional holidays)
IMMEDIATE SUPERVISORS:	Company Manager, Management Associate

DESCRIPTION:

The Assistant Company Manager/Audience Services Associate assists the Company Manager in coordinating the working and living experience of the entire Hangar Theatre Company including actors, directors, designers, and production staff for all events and performances in the 2026 season. In addition they assist the Management Associate by providing Front of House support as needed during performances, facilitating communication with Hangar volunteer ushers, and other duties as assigned.

GENERAL RESPONSIBILITIES:

- Familiarizing oneself with Hangar Theatre Company policies and information
- Familiarity with the AEA SPT Rulebook and applicable union rules and standards is ideal
- Assist Company Manager in arranging and preparing company housing (30+ bedrooms) with union and non-union required amenities as well as arranging travel/transportation to work, grocery stores, and other essential locations
- Along with the Company Manager, serve as the main point of contact for company needs and questions
- Assist the Management Associate with filling comp, Pay What You Will, and other ticket requests and facilitating communication with the Hangar’s volunteer ushers
- Provide Front of House support as needed during Hangar performances
- Represent Hangar Theatre in a professional manner to company members, employees, and partner organizations. Serve as the day-to-day immediate contact with housing providers and sponsors, coordinating communication, artists’ needs, and housing concerns.
- Other tasks related to housing, transportation, hospitality, and Front of House as assigned.
- Track expenses; submit petty cash and credit card receipts to the Company Manager