Company Management Assistant

DEPARTMENT: Company Management
REPORTS TO: Company Manager
SCHEDULE: Weekdays, weekends and holidays
CLASSIFICATION: This is a part-time, seasonal (January – July 2021), non-exempt (hourly) position
HOW TO APPLY: Submit a resume to resumes@ljp.org. Please include in the subject line: “Company Management Assistant”

ORGANIZATION OVERVIEW

La Jolla Playhouse is a place where artists and audiences come together to create what’s new and next in the American theatre, from Tony Award-winning productions, to imaginative programs for young audiences, to interactive experiences outside our theatre walls. Founded in 1947 by Gregory Peck, Dorothy McGuire and Mel Ferrer, the Playhouse is currently led by Tony Award winner Christopher Ashley, the Rich Family Artistic Director of La Jolla Playhouse, and Managing Director Debby Buchholz. The Playhouse is internationally renowned for the development of new plays and musicals, including mounting 105 world premieres, commissioning 60 new works, and sending 33 productions to Broadway, garnering a total of 38 Tony Awards, as well as the 1993 Tony Award for Outstanding Regional Theatre. These works include the Broadway hits Come From Away, Diana and Memphis, all directed by Ashley; The Who’s Tommy; the Pulitzer Prize-winning I Am My Own Wife; and Jersey Boys.

Without Walls (WOW) productions offer a dizzying array of interactive and site-inspired theatre. Full of diverse offerings, WOW shows have one thing in common – they are an invitation to reimagine what theatre can be through intriguing and playful experiences. WOW performances take place outside the confines of a traditional theatre, whether in the backseat of a car, on a basketball court or completely virtually! Since its inception, Without Walls has become one of San Diego’s most popular and acclaimed performance series, delighting critics and audiences alike.

La Jolla Playhouse is committed to diversity in all areas of our work, on and off stage. We lead with our values and encourage individuals with unique perspectives to apply. La Jolla Playhouse is proud to be an Equal Opportunity Employer (EOE).
STATEMENT OF JOB

The Company Management Assistant is a resource for not only the Company Management team, but also to the entire La Jolla Playhouse as a whole. The position consists of numerous jobs that change daily; however, specific responsibilities of the Company Management Assistant are as follows:

ESSENTIAL JOB DUTIES

• Assist the Company Manager and team with duties as assigned.
• Act as a liaison between La Jolla Playhouse and visiting artists including actors, musicians, designers, and creative staff. Provide concierge type service and act as a resource for information to all visiting artists.
• Safely drive company vehicles and/or company-rented vehicles, INCLUDING 15-PASSENGER VAN to transport visiting artists to and from the airport, company housing, daily rehearsals, and miscellaneous appointments.
• Assist with coordinating travel for visiting artists including creating travel itineraries and providing arrival instructions.
• Assist with coordinating and arranging housing for all visiting artists. Assist with all operational details to prepare the Company housing which includes: completing inventory, purchasing and/or replacing any damaged or missing items, and scheduling maintenance appointments as needed.
• Assist with planning and executing special events including Welcome Company Breakfasts, Tech Night Dinners, Opening Night Cards & Gifts, and Closing Night Champagne Toasts. Responsibilities include planning, setting up, hosting, shopping for necessary items, coordinating with vendors, ordering and picking up food, beverage and/or specialty gift items and overall clean up.
• Assist in maintaining Housing Maintenance Log as well as Bike and Vehicle maintenance.
• Share on-call duties as needed.

In addition to the duties listed above, the Playhouse expects the following of each employee: adheres to LJP policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets department productivity standards; participates in LJP events as needed or required; and completes other duties as assigned.

REQUIREMENTS & PROFICIENCIES

Previous theatre administration experience highly desired. Must be familiar with theatre terminology and practices. Candidate must be able to work nights and weekends. Customer service and hospitality experience preferred. Must be able to lift at least 50 lbs. Qualified candidates will have a clean driving record and can safely and comfortably operate a fifteen-passenger vehicle. As an insurance requirement, candidate must be 23 years of age or older to drive the fifteen-passenger van. Candidates must be able to effectively communicate and work with all levels of constituents, while operating in a fast-paced, proactive environment. Candidates must have the ability to maintain highly confidential information and use excellent judgment on a variety of sensitive subjects.