



General Management Associate Job Description

Theatre Aspen seeks a General Management Associate to join its summer staff for the 2024 season, with the possibility of a subsequent full-time offer. This position will serve as a right hand to the Managing Director in many areas including but not limited to:

Reporting / Union relations

- Draft required reporting to all unions on a daily/weekly/other basis
- Draft royalty reporting as required
- Draft all contracts with relevant unions as needed, and facilitate the signing and processing of contracts
- Serve as primary liaison to unions as needed

Management / office support

- Support the logistics of board and committee meetings as needed
- Serve as point person for the maintenance of the office, including inventorying and ordering of supplies, maintenance of equipment and basic IT, and facilitating others' office needs as appropriate

Finance

- Prepare and facilitate daily bank deposits
- Prepare and facilitate daily revenue reports for bookkeepers
- Serve as a finance liaison to the staff, ensuring company procedures are adhered to
- Support bookkeepers as needed in Quickbooks

Human Resources

- Facilitate the onboarding of all new full-time and seasonal staff and manage their integration into payroll
- Manage weekly payroll prep for bookkeepers
- Serve as an HR liaison to the staff, with the support of the Managing Director

Staff Training and Orientation

- Facilitate new seasonal and full-time staff's setup and learning of relevant software basics (Patron Manager, Microsoft 365, laptop procurement and orientation)

Housing and Hospitality

- Process leases to ensure timely payments and timely return of security deposits
- Negotiations and communications with landlords, property managers and repair personnel
- Housing assignments and scheduling
- Scheduling of and communication with cleaning companies
- Work with company management to manage travel and housing needs and requests

Apprentice Program

- Support the management and facilitation of the Theatre Aspen Apprentice Program and ensure a positive experience for all apprentices

Dates: May 1 – September 17 (slightly flexible), with the possibility of full-time with a fall start

Location: On site in Aspen offices



Pay: \$1,100/wk; housing and travel provided

Requirements

- Undergraduate degree in arts administration or similar, or equivalent experience
- Successful candidate will be extremely detail-oriented, eager to learn more about theatrical finance and general management, and able to stay organized and calm amidst competing demands
- Quickbooks experience a plus
- Experience dealing with theatrical unions a plus

To apply please send resume and cover letter to info@theatraspen.org with the subject line "GM Associate application."

Theatre Aspen is an equal opportunity employer and understands that the work to create equitable theatre on and offstage is never done and we pledge to continually pursue equity, diversity, inclusion, and accessibility in our hiring, casting, education, and performance practices.