



ASSISTANT GENERAL MANAGER JOB POSTING

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| Position: | Assistant General Manager | Status: | Exempt |
| Department: | Administration | Full/Part Time: | Full-Time |
| Reports To: | General Manager | Annual/Seasonal: | Annual |
| To Apply: | Click Here To Apply | Deadline to Apply: | September 10, 2021 |

Milwaukee Repertory Theater, a LORT theater located in the heart of Wisconsin's largest metropolitan area, is currently seeking applicants for the position of **Assistant General Manager**. Our mission is to ignite positive changes in the cultural, social, and economic vitality of our community by creating world-class theater experiences that entertain, provoke, and inspire meaningful dialogue among an audience representative of Milwaukee's rich diversity. *It is important that our hiring practices reflect this commitment to diversity and we strongly encourage applications from members of underrepresented groups. We are further committed to considering applicants who are well-rounded but do not fulfill every qualification.*

Position Summary:

The Assistant General Manager works with the General Manager and Company Manager to assist with guest artist management, day-to-day organizational communications, and facilities management duties. This position is a highly visible representative of Milwaukee Rep and maintains excellent relationships with artists, staff, volunteers, local community, and vendors. This position provided consistent administrative support. This position reports to the General Manager.

Major duties and responsibilities include:

- Work to uphold the mission and core values of the theater, with a raised consciousness towards equity, diversity, and inclusion efforts
 - Assist with the contract process, including data entry of contracts and contact information for artists and Milwaukee Rep employees. Send contract to appropriate union
 - Ensure we have a current filing system that also maintains a valuable history
 - Share Company Management duties; Artists pick-ups, shopping, move ins and outs, company functions, opening nights, and events
 - Communicate with third-party housekeeping company about schedule and special events
 - Communicate with third-party IT company ensuring that all staff needs are addressed via help desk portal and scheduling their on-site days
 - Assist engineering department with administrative facilities tasks
 - Assist Human Resources with the maintaining and updating of policies and procedures
 - Keep an eye towards updating efficiencies within the administration department
 - Work with reception to ensure they have the most up to date information regarding the use of the building, outside guests, changing policies and training on phones and computers
 - Provide backup staffing for reception on an as need basis
 - Assist with building rentals and special events as needed
 - Assist as necessary with Milwaukee Rep's Annual Curtain Call Ball
- Additional duties as assigned to assist with General Management duties within the organization

Compensation and Benefits: Milwaukee Rep is offering a salary in the range of \$36,000-40,000 annually, commensurate with experience. Employees receive benefits including 100% employer paid health and dental insurance premiums for the individual employee, employer contributions to a health savings account, a paid time off package, paid medical/parental leave program, and 403(b) retirement plan.



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Desired Experience:

- One year experience performing similar duties and responsibilities as required of the position in an administrative role within the theater industry OR equivalent higher education in administration, theater, business, or related fields OR a combination of both

Desired Qualifications:

- Knowledgeable in Microsoft Office Suite (Outlook, Excel, Word) & Adobe
- Ability to effectively communicate and work respectfully within a diverse group of colleagues and artists, all while exhibiting grace and good humor under pressure
- Ability to process and handle confidential information with discretion.
- Writing skills, able to adapt to professional contract language
- Highly responsible and reliable
- Ability to work in a fast paced environment
- Strong interpersonal and problem solving abilities
- General theater knowledge including familiarity with Theatrical Unions: Actors Equity Association, United Scenic Artists, Stage Directors and Choreographers
- Ability to maintain a valid driver's license and good driving record

About Milwaukee Repertory Theater: Milwaukee Rep is the largest performing arts organization in Wisconsin welcoming 300,000 people at 700 performances of 15 productions a season at the Patty & Jay Baker Theater Complex featuring three unique performance venues – the Quadracci Powerhouse, Stiemke Studio and Stackner Cabaret, and utilizing the Pabst Theatre for the annual Christmas Carol. For over six decades, Milwaukee Rep has been a centerpiece of Milwaukee's vibrant arts and cultural scene with productions ranging from Broadway musicals to Shakespeare to American Classics and New Works that are entertaining, inclusive and impactful. Under the leadership of Artistic Director Mark Clements and Executive Director Chad Bauman, Milwaukee Rep "ignites positive change in the cultural, social and economic vitality of our community by creating world-class theater experiences that entertain, provoke, and inspire meaningful dialogue among an audience representative of Milwaukee's rich diversity." Every season requires a team of dedicated, passionate and skilled people. Whether it be a 30+ year veteran employee or one who's never experienced a Milwaukee winter before, everyone shares a common sense of purpose and determination that enables us to bring world-class theater to the stage.

To read more about Milwaukee Repertory Theater, please visit: www.MilwaukeeRep.com

To read more about Milwaukee Repertory Theater's commitment to Equity, Diversity, & Inclusion, including our ED&I Vision of Success, please [Click Here](#)

APPLICATION INSTRUCTIONS

Submit online application, resume, and a cover letter that speaks to what excites you about the position and working with Milwaukee Rep, including why you are interested in the position, any relevant and/or transferable skills, and/or relevant success stories that demonstrate why you would be a great fit for the Assistant General Manager role: Attn to: Jen Smith, General Manager:

[Submit Application Materials Online](#)

The deadline to apply is September 10, 2021. Applications will be accepted on a rolling basis thereafter until the position is filled. In order to maintain an equitable process, everyone *must* apply online. Any candidate who requires different accommodations to submit an online application should contact ehill@milwaukeeep.com

*Full hyperlink web address (copy and paste into your browser):

<https://recruiting.paylocity.com/recruiting/jobs/Details/690293/Milwaukee-Repertory-Theater-Inc/Assistant-General-Manager>

Milwaukee Repertory Theater is committed to creating a culturally diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, or veteran status.