

Northlight Theatre

Job Description as of 9/1/26

Job Title: Company Management Assistant

Category: Regular Part-Time, Hourly, Non-Exempt

Overall Description: The Company Management Assistant will work closely with the General Manager to support Northlight's guest artists while they are in residence. Working under the supervision of the General Manager, this position will assist with contract administration; travel, housing and entertainment arrangements; calendars and contact lists; and provide general administrative support as needed.

Responsibilities include but are not limited to:

- Prepare and distribute of written contracts for artists and craftspeople as directed; track status of contracts and ensure all are issued and returned in a timely manner
- Arrange and assist with artist travel and housing as assigned
- Make arrangements for any Company Provided Food as assigned (1st Rehearsal Bagels, Beer & Pizza, Company Provided Meals as needed). May include pick up, set up, serving food, and clean up.
- Assist with Show Production functions such as printing reports, printing Pre-Pro materials, show scripts, managing and editing show contact sheets
- Track and submit company management expenses to Business Office
- Complete Illinois Beverage Alcohol Sellers and Servers Education and Training (BASSET) certification and food handler training and serve food and/or beverages as needed at company events (certification fees and training hours covered by Employer).
- Adhere to Northlight policies as listed in Employee Handbook.
- Other duties as assigned: This position is a team member of the Northlight staff. All staff members support Northlight at large. All personnel participate, as needed and within regularly scheduled work hours, in all Northlight functions, on site and off.

Qualifications: Fluency in Google Docs, Microsoft Word, and Excel required. Outgoing, organized, and calm under pressure, while maintaining a sense of humor and a positive, solution-oriented approach. This person must show initiative and have strong written and oral communication skills. Must be able to manage time effectively. Must have valid drivers' license and access to vehicle. Must be able to lift 20+lbs.