

## **Assistant General Manager**

The historic Cape Playhouse in Dennis, MA – the oldest continuously operating summer theater in America- is accepting resumes for an **Assistant General Manager** for our 2026 Summer Season which includes *Nat Zegree's Mozart to Pop Chart*, *Into the Woods*, *Hairspray*, *Mean Girls*, *The 25th Annual Putnam County Spelling Bee*, and various smaller events throughout the summer.

This position runs May 4, 2026 through October 4, 2026. The rate for this position is \$15.00/hour. Housing may be provided if needed.

This position reports to the general manager.

The assistant general manager will work closely with the General Manager to ensure that all administrative functions of the artistic and production teams are operating efficiently.

Responsibilities include:

- Assist the general manager with contract creation and execution.
- Assist the general manager with creating and executing contracting and payment schedules.
- Assist the general manager with ensuring union compliance for all AEA, SDC, and USA contracts including creating union reports.
- Assist the general manager with royalty reports.
- Assist the general manager with maintaining accurate financial records for all artistic projects and accurately reconcile those records with the finance department.
- The assistant general manager may be required to assist with other departments during changeover weekends and special events.

Proficiency with google sheets is required for this role.

The Cape Playhouse values collaboration, hard-work, compassion, and creativity.

The Cape Playhouse is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Those interested in applying should send a cover letter, resume and contact info for three references to: [hire@capeplayhouse.com](mailto:hire@capeplayhouse.com) with the subject line "Assistant General Manager: [Your Last Name]". Application by email only, no phone calls please. Please indicate in your email if you need housing and if there are any restrictions to your availability.

**APPLICATIONS CLOSE ON FEBRUARY 16th, 2026**