

Job Description Artists Repertory Theatre

Job Title: Education & Audience Services Associate
Reports To: Education & Audience Services Director
FLSA Status: Part-time; non-exempt

Summary

The Education & Audience Services Associate helps Artists Repertory Theatre achieve its strategic goals by providing essential administrative support for all ArtsHub and rental bookings, all audience services operations and all education and engagement programming.

Essential responsibilities and duties include (but are not limited to):

- Oversee tracking of ArtsHub contracts, invoices, and financial reports.
- Seek innovative ways to attract new rentals.
- Serve as a staff representative at ArtsHub events.
- Attend weekly ArtsHub meetings.
- Research and draft material for education study guides.
- Assist the Education Director with the development and administration of classes, workshops and engagement programming.
- Provide administrative support for the intern program.
- Assist the Audience Services Director with the coordination of audience services activities, including supervising house managers, bartenders, and volunteers.
- Seek innovative ways to grow food and beverage service operations.

Qualifications:

- Bachelor's Degree with 2-4 years additional experience in theatre arts administration.
- Attention to detail and highly organized.
- Strong writing and communication skills.
- Strong collaborations skills, including the ability to work with multiple departments and organizations.
- Experience with audience services and practical knowledge of theatre environment.
- Excellent interpersonal skills and the ability to supervise effectively.
- Knowledge of database programs.
- Proficiency in MS Office applications.

Benefits:

Flexible schedule
12.5 days (100 hours) of paid time off per year
Paid holidays
Positive, fun environment; bring your dog to work

To Apply:

Please send a cover letter and résumé to jobs@artistsrep.org with EDUCATION & AUDIENCE SERVICES ASSOCIATE in the subject line by June 25. No phone calls, please.

Artists Repertory Theatre is committed to fostering a diverse, equitable, and inclusive workplace.

Artists Repertory Theatre does not discriminate in its hiring and employment practices against any applicant because of race, color, creed, age, national origin, religion, political affiliation, marital status, disability, sexual orientation, gender identification, or any other basis protected by local, state or federal law.