

# Actors Theatre Workshop

## Theatre Manager

The Actors Theatre Workshop (ATW) seeks a **Theatre Manager** passionate about using theater to help people achieve their potential. Led by award-winning actor, writer, and director Thurman E. Scott, ATW is a non-profit theater, educational institution, and community center offering life-changing opportunities for over three decades.

This full-time, on-site position is located in ATW's 5,000 sq ft space in Chelsea, NYC, including offices, community space, and a 65-seat professional theater.

The Theatre Manager will report to ATW's Senior Staff, manage core functions, deliver arts and education programs, and oversee volunteers and interns.

### **SPECIFIC RESPONSIBILITIES:**

- **Operations & Rental Business:**
  - Manage facility for opening, closing and security procedures, oversee repairs and improvements, maintain inventory, create weekly schedules, manage staff and class schedule, and oversee finance and operation volunteers.
  - Oversee rental business, including marketing, contracts, and technical installations.
  - Prepare for and attend key staff meetings, fundraising events.
- **Relationship Development:**
  - Manage year-round ongoing Volunteer, and seasonal Mentor Recruitment for the Builders of the New World Program. Support integrating new Volunteers and Interns into ATW's Staff structure
  - Manage Corporate Outreach to build relationships with corporations to increase volunteerism and corporate training
- **Production:**
  - Assist in production activities for ATW's Play Reading Series and Literary Department, including script review, casting, and scheduling.

- Manage staff in a variety of production, marketing and outreach activities related to ATW's Community Programs, including, Play Reading Series, Builders of the New World Children's Program, Open Mic, Creativity and Acting classes

The ideal candidate has a non-profit or theater background, flexibility, and a desire to learn ATW's unique management approach, guided by theater principles.

**QUALIFICATIONS:**

Seeking leaders with initiative, excellent organization, communication and problem-solving skills. Minimum of 5 years experience in Theatre or Production Management. Degree in Theatre, Arts Management, or Film Production preferred. Candidates should excel at community relationship building, people and production management.

**BENEFITS & COMPENSATION:**

- The **Theatre Manager** position is a full-time senior position with a salary of \$60,000 or more annually to be determined depending on experience (paid via ADP after employer-required tax and benefits withholding).
- Beginning two weeks of paid vacation and certain bank holidays
- The employee will also have the opportunity to develop creatively through participating tuition-free in classes taught by ATW's Artistic Director and Founder Thurman E. Scott, a master teacher of acting and creative process.
- Participation in 401-K plans made available by ADP
- At this time ATW does not offer health insurance but our goal is to do so in the future. Insurance options will be presented when in place.

Please apply online at <https://www.actorstheatreworkshop.org/employment-application/>