

# Part-Time Theatre Assistant

## Job Status

Open - open and accepting applications

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## Position Overview:

The Part-Time Theatre Assistant plays a pivotal role in supporting the operations and productions of the theatre. This position requires a dynamic individual with a passion for theatre, excellent organizational skills, and the ability to multitask effectively. The successful candidate will assist in various aspects of theatre operations, including social media advertising, video production, web page design, soundboard and stage lighting production, financial management, concession stand management, and ticket sales.

## Responsibilities:

- 1. Social Media Advertising:** - Develop and implement social media marketing campaigns to promote upcoming shows and events. - Create engaging content across various social media platforms to increase audience engagement and drive ticket sales. - Monitor social media channels and respond to inquiries and comments in a timely manner.
- 2. Video Production:** - Produce high-quality promotional videos for theatre productions, events, and special projects. - Edit and finalize video content for distribution on digital platforms and social media.
- 3. Web Page Design:** - Maintain and update the theatre's website with current show information, ticket sales, and promotional materials. - Design and optimize web pages to enhance user experience and drive online ticket sales.
- 4. Soundboard and Stage Lighting Production:** - Assist with soundboard operation during rehearsals and performances. - Assist with stage lighting setup and operation to enhance the visual impact of productions.
- 5. Financial Management:** - Handle cash transactions and maintain accurate records of concession sales. - Assist with budget management and financial reporting as needed.
- 6. Concession Stand Management:** - Set up and manage the concession stand before, during, and after performances. - Ensure inventory levels are sufficient and reorder supplies as needed. - Provide excellent customer service to patrons purchasing concessions.

7. Ticket Sales:    - Sell tickets to the general public both online and at the box office.    - Assist patrons with ticket inquiries and provide information about upcoming shows and events.

Qualifications: - Previous experience in theatre production, event management, or related fields preferred. - Strong communication and interpersonal skills. - Proficiency in social media marketing and content creation. - Experience with video production and editing software. - Basic knowledge of web design principles and content management systems. - Familiarity with soundboard operation and stage lighting equipment. - Ability to work flexible hours, including evenings and weekends, to accommodate show schedules.

Salary: \$12 - \$15 per hour, 30 hours per week.

Note: This job description outlines the primary duties and qualifications for the Part-Time Theatre Assistant position. Additional responsibilities may be assigned as needed to support the overall operations of the theatre.

## Supporting Documents

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