

Daily Manager (The Actors Theatre Workshop) (Chelsea)



Location **New York**
<https://www.genclassifieds.com/x-316540-z>

The Actors Theatre Workshop is an award-winning non-profit theatre founded by Thurman E. Scott that teaches original creative techniques to actors and business professionals, produces classical and contemporary plays and documentary films, and provides community enrichment programs for at-risk and underprivileged youth. www.actorstheatreworkshop.com

The Daily Manager will manage the theatre's day to day operations, including finances, staff and volunteer schedules; promote, manage, and increase revenues from ATW's studio rental business; use creative outreach techniques to increase the size of ATW's volunteer corps; and manage ATW's volunteer corps to achieve key organizational objectives.

This is a full time managerial position that requires a hands-on approach to help facilitate a functional and efficient theater company, and an excellent growth opportunity for a motivated self-starter. Starting salary is competitive and commensurate with experience. Health insurance benefits are available after three months of employment.

Please submit a resume and cover letter. In your cover letter please answer the following two questions:

Questions:

1. Describe your vision of how you would ideally run a theatre that offers community programs and produces plays. (minimum of one page)
2. Describe the single project or task that you consider to be the most significant accomplishment in your career so far. (minimum of three paragraphs).

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