Administrative Volunteers for Non

Location **New York**

https://www.genclassifieds.com/x-506661-z

Join us at The Actors Theatre Workshop, an award-winning theater and community center

with a 25-year history of innovative programming.

We seek experienced, organized, and efficient individuals who can take a leadership role

and contribute to the numerous and wide ranging administrative duties needed to

successfully run a theater and community service organization. Experience in theater

administration would be welcome, but is not a requirement.

Responsibilities include:

? Interacting on the telephone with suppliers and donors of goods and materials, and

taking inventory of all required supplies

? Using desktop publishing to create fliers, promotional material, and programs for

performances

? Managing our database, and entering key suppliers including students, artists, rental

clients, and suppliers

? Creating and maintaining filing systems (both paper and PC-based) for the general

theater files, the Artistic Director, and other senior staff members

Become a member of The Actors Theatre Workshop and support our life-affirming mission.

To find out more, go to http://www.actorstheatreworkshop.com and fill out an online

volunteer application for this opportunity!