

# 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

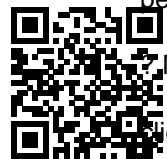
Managing database, and tracking key sales, including student tickets, rental

events, and fundraisers

? 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.



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To find out more, go to <http://www.actorsheatreworkshop.com> and fill out an online  
volunteer application for this opportunity!