

## **Administrative Volunteers for Non**

Location **New York** https://www.genclassifieds.com/x-506661-z

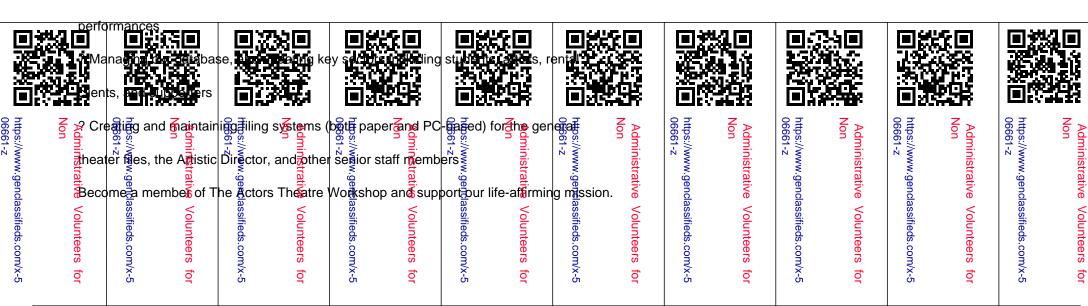
Join us at The Actors Theatre Workshop, an award-winning theater and community center with a 25-year history of innovative programming.

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





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