

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









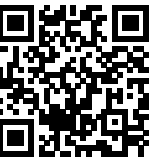

performances

Managing a database, and creating key schedules including strike analysis, rental

agents, and posters

? 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.actorstheatreworkshop.com> and fill out an online

volunteer application for this opportunity!