

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:






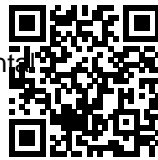


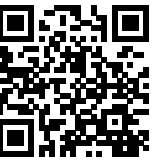

- ? Interacting on the telephone with suppliers and donors of goods and materials, and taking inventory of all required supplies
- ? Using desktop publishing to create fliers, promotional material, and programs for

performances

Managing our database, including key staff, including students, artists, rental clients, and sponsors

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!