

Interim Admin & Marketing Coordinator

Reports To: TOJ Board of Directors

Pay Grade: \$27/hr starting rate; raise-eligible after probationary period

Work Schedule: Part-time, flexible, primarily daytime hours. Estimated 10-15 hours per week.

Theatre Off Jackson (TOJ) is looking for a theatre administrator to be part of our team. The theatre is a hosting venue for various producers throughout the year. The Interim Theatre Administrator will coordinate with co-producers on all administrative aspects of the production schedule, including scheduling, contracting, and marketing. This position will also oversee the theatre's production calendar and craft communications and marketing materials in support of TOJ's mission, vision, and values.

TOJ was founded as an organization that values and reflects the diversity of our community. We are committed to equal employment opportunities regardless of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable law.

For more information, please contact jobs@theatreoffjackson.org. To apply, please include a cover letter and resume by January 23rd.

Scope of Work:

Curatorial/Space usage

- Set and maintain production calendar for the year
- Set space use rates (already set for 2023)
- Contract with Resident Companies for space use
- Manage curatorial process
 - Draft RFP and manage submission process with the help of the Curatorial Committee
 - Write and execute contracts for selected co-producers
 - With Policy & Procedure Committee and TOJ Staff update FAQs and other supporting documents for co-producers
- Answer space usage inquiries in collaboration with Interim Operations Manager
- Schedule rehearsals for co-producers in collaboration with Production Coordinator
- Seek co-producers for unused performance slots
- Facilitate communication between tech staff, FOH staff, and co-producers

Marketing

- Create and drive marketing strategy for TOJ as an organization in consultation with Board of Directors
- Coordinate with co-producers to collect marketing materials for inclusion in TOJ newsletters and social media.
- Coordinate with Board of Directors regarding communications necessary for fundraising initiatives
- Ensure newsletter/website/social media marketing is managed in a timely manner

General Administrative Duties

- Collaborate with Business Manager on invoicing and contracts for co-producers.
- Check voicemail/return or forward calls in collaboration with Operations Manager.
- Monitors TOJ's general email account and responds as appropriate in collaboration with Operations Manager.
- Responds to space-related social media inquiries
- Manages TOJ Google Workspace for employees

Requirements:

Minimum Qualifications

- A 5 year combination of equivalent education and experience
- Strong administrative and production management skills
- Strong written and verbal communication skills
- Experience working with email marketing and social media marketing platforms
- Working knowledge of Microsoft Office, Google Suite, and basic web software
- Self-motivated, responsible, and able to work with minimum supervision and great attention to detail
- Commitment to maintaining a working atmosphere free of discrimination and bias, conducive to the training and nurturing of personnel

Preferred Qualifications

- Bachelor's degree in performing arts, technical production, or related field
- Experience working in professional presenting organization
- Experience working in a higher education, not-for-profit, or arts environment

To Apply: Email a resume and cover letter to jobs@theatreoffjackson.org.

Deadline to Apply is January 23rd