



MANAGEMENT ASSOCIATE FOR ABOVE THE TITLE ENTERTAINMENT AND APPRENTICE AND BOARD COORDINATOR FOR THEATRE ASPEN

DESCRIPTION

The person in this role will provide executive support to Jed Bernstein, President of Above the Title Entertainment, who also serves as the Producing Director of Theatre Aspen, working to maintain the day-to-day operations of both offices, including but not limited to the responsibilities below. The person in this role will also lead the Theatre Aspen Apprentice Program. The ideal candidate will have a deep passion for theater, a working knowledge of both commercial and non-profit theatre and an interest in theater education.

This person in this position may be based in New York City or in Aspen, CO.

If based in New York, the person will be required to relocate to Aspen from roughly Memorial Day to Labor Day (travel and housing provided by Theatre Aspen).

If based in Aspen, there may be one or two trips to New York City per year. Aspen based candidates should expect to be flexible with their work hours due to the time zone difference.

APPRENTICE & BOARD COORDINATOR, THEATRE ASPEN

- Conceive and coordinate the outreach, recruitment, and selection process for the Theatre Aspen Apprentice Program. This includes reviewing resumes, organizing interviews with TA staff and arranging on campus visits for auditions and interviews. Travel to attend SETCs or similar conferences may be required.
- Organize all aspects of the apprentice experience, including seminars, excursions and additional work opportunities. Over the summer season, the person in this role is the first line of contact for the apprentices.
- Serve as the primary contact for the Theatre Aspen Board of Trustees and its subcommittees. The person in this role will develop the meeting schedule for the year with the Producing Director and then manage all aspects of those meetings.
- Maintain the calendar of the Producing Director and the TA weekly meeting schedule.
- Track spending on the Producing Director's company card, keep record of receipts and reconcile monthly credit card statements for processing.
- Coordinate the Producing Director's travel between Aspen and New York City.
- Act as the first point of contact for the Producing Director, frequently interacting with members of all other departments, the board, donors, etc.
- Other duties as assigned or requested. This may include event staffing, attending performances.

MANAGEMENT ASSOCIATE, ABOVE THE TITLE ENTERTAINMENT

- Provide general executive support to the President, including calendar management, meeting setting and preparation, editing and sending emails, and travel coordination.
- Assist the President with the preparation and execution of the course he teaches at NYU Stern.
- Support the President in his various projects, including theatre productions, special events, real estate ventures and duties as they relate to boards and committees on which he serves.

Qualifications:

- A Bachelor's degree or equivalent experience
- Excellent written communication skills and phone etiquette
- Interest in learning as you go
- Ability to manage the priorities and expectations of both roles
- Proficient in Office, Google suite, and social media platforms.
- Extremely organized with a sharp attention to detail
- Must love dogs (the Theatre Aspen office is full of them!)
- Valid Driver's License preferred
- All Theatre Aspen employees must be vaccinated against Covid-19

Theatre Aspen understands that the work to create equitable theatre on and offstage is never done and we pledge to continually pursue equity, diversity, inclusion, and accessibility in our hiring, casting, education, and performance practices.

Salary range for this entry-level position is \$50,000.00-\$55,000.00 plus benefits. Some weekend and evening hours required. Theatre Aspen is an Equal Opportunity Employer, committed to a diverse and inclusive work environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

Please send resume, cover letter, and three references to: michael@theatraspen.org.