



Shakespeare in Delaware Park seeks a Theatre Administrative Assistant/Community Outreach Associate who will be responsible for assisting the Office Manager with education, outreach, and fundraising activities that align with SDP's mission. Core responsibilities will include: assisting with and possibly expanding education and outreach programs, and researching new programs to increase outreach and revenue; assisting with special events, program ad sales, website and social media activities, auditions, data entry, and accounting; preparing annual membership, holiday appeal, and special event mailing lists, and perform additional related duties as assigned by supervisor.

Shakespeare in Delaware Park has been a Buffalo summer tradition since 1976. Shakespeare in Delaware Park is a not-for-profit, professional theatre company dedicated to providing free, high-quality public theatre to the widest possible audience. Our goal is to enrich, inspire and entertain diverse audiences through performance and educational programming, with a focus on the works of William Shakespeare. We are committed to mentoring students and professionals, and offering adults and children opportunities to experience and appreciate live theatre.

**Position:** Theatre Administrative Assistant / Community Outreach Associate  
Temporary position, possibly moving into permanent position  
Part-time, 20 - 29 hours per week  
\$13 per hour

**Requirements/Qualifications:**

- **High school graduation or equivalent**
- **Bachelor's degree (or in process of completion)**
- Experience working in a fast-paced setting is required, experience in a performing arts environment preferred
- The proven ability to understand, analyze and interpret complex challenges
- Minimum of 1 year administrative experience required. Proficiency in Microsoft Office and sense of humor is required.
- Candidates should possess exceptional communication skills, be highly organized and detail-oriented, and be able to work in a fast-paced professional theater environment.
- We are seeking an unflappable problem solver who takes initiative, can multi-task and has good time management skills.



### Responsibilities:

This position requires individual to: exhibit solid organizational and time management skills; develop, adapt to, and maintain in-depth knowledge of program policies, and procedure as related to duties; practices effective and professional communication and work relationships with Staff, board, donors, members, sponsors and theatre employees; maintain strict company confidentiality; responsible daily office operations; fundraising activities, social media outreach, liaison during evening theatrical performances, help with education outreach, perform additional related duties as assigned by supervisor.

- Represents and advocates for the theater to continually enhance its image, visibility, and influence across the community.
- Takes an active role soliciting corporate donations, sponsorships, and individual donations
- Attends performances and special events (Fabulous Feast, Opening Night Reception, VIP Night, Autumnal Affair) as company liaison to manage and to ensure a safe and enjoyable experience for staff, patrons and artists.
- Reviews customer satisfaction and follow-up with clients after event for feedback; sharing feedback with staff and recommending changes to procedures and operations to improve level of customer service.
- Assist with existing education and outreach programs (in-school, community, apprentice)
  - o maintain and expand relationships with school administrators/community venues
  - o coordinate performance/workshop bookings
  - o prepare study materials
  - o administer and record post-class surveys
  - o keep clear records of programming activities
- Research expansion of existing programs (new schools and community venues)
- Research new programs to increase outreach and revenue
  - o senior center performances/workshops
  - o night classes
  - o theatre classes
  - o workshops/master classes
- Assist with website and social media activities
- Consults with management on advertising, utilizing the theater's resources.
- Ability to utilize, update and maintain various software packages (Microsoft Office Suite, Donor software Giftworks, QuickBooks, Google docs etc.)
- Perform Basic daily clerical skills
- Process all merchandise purchases on hill during summer season



- Process all memberships purchased on the hill during summer season
- Use written and oral communication skills

Shakespeare in Delaware Park is an equal opportunity employer.  
No phone calls. Please send resume and cover letter by Friday, January 19, 2018 to email [mgmt@shakespeareindelpark.org](mailto:mgmt@shakespeareindelpark.org) or mail to Shakespeare in Delaware Park, PO Box 716, Buffalo, N.Y. 14205