



**EVENTS and PATRON & COMMUNITY RELATIONS Assistant
Seasonal, Full-Time**

Reports to: Development Director

Start Date: May 27, 2024

End Date: August 18, 2024

Housing: Shared bedroom, kitchen, and bath in company housing

Compensation: \$360 per week + overtime, housing included

Overview:

Weston Theater Company (WTC) is designed to be a collaborative organization; employees forge interdepartmental relationships and contribute to a positive and supportive workplace through teamwork, flexibility, and goal-oriented cooperation. The successful candidate will be passionate and engaged in their area of expertise and will also demonstrate a willingness to help other departments if needed to fulfill WTC's mission: to create theater to engage, entertain, and inspire our ever-expanding community.

Weston Theater Company is located in rural southern Vermont. Having an appreciation for nature and a quiet small-town vibe for the summer is essential. What we lack in population density, public transportation, and urban conveniences is offset by the beauty of 400,000 acres of national forests, lakes, quintessential general stores, and caring community.

EVENTS and PATRON ENGAGEMENT Assistant is a vital member of Weston's Seasonal Development Team, working closely with the Director of Development, the Development Manager, and the Development Committee of the Board of Trustees to optimize the organization's summer theatrical season as an opportunity to connect, celebrate, and expand our community of supporters. These activities are crucial to the theater's immediate fundraising goals and long-term success of the theater. This position collaborates with the organization's Production, Marketing, and Patron Services teams and is a primary point of contact for outside vendors.

Responsibilities include, but are not limited to:

- **Events: Provide administrative and hands-on support in event preparation, execution, and follow-up.** With the Development Director and Development Manager, guide the execution of the Theater's fundraising and patron engagement events throughout the summer season, primarily Weston's annual Gala and Opening Night Parties. Other events may include Season Opening Cocktails, Company Welcome Parties, Community Picnics, and Play Reading Groups and Directors Talks. (60%)
- **Patron and Donor Relations, and VIP Stewardship:** Help create a positive and welcoming environment for all patrons and work positive points of contact throughout donors' experience at the theater. Be the primary point of contact for Board, Sponsor, and Producer Circle ticketing requests and assist the Box Office in providing exceptional service to our donor community. Provide additional support to Audience Services as needed, such as ushering and will call. (25%)



- Attend Young Professional Career Development Meetings. (5%)
- Provide support for special events and/or company projects as needed. (10%)

The ideal candidate is detail-oriented and resourceful, approaching projects and tasks with dedication and creativity and people with good humor and appreciation.

PREFERRED REQUIREMENTS:

- Strong enthusiasm for the performing arts is required, and prior experience in events, fundraising, or patron services is preferred
- Has excellent interpersonal, organizational, collaborative, and communication skills
- Digital literacy and confidence are a must. We use the following platforms: Office 365, Patron Manager (CRM), Canva, Mailchimp, and Trello (Proficiency in Excel and Word required.)
- Ability to work irregular schedules, including nights, with a positive attitude
- Are nimble, resourceful, and self-directed. Able to thrive in a fast-paced environment and manage multiple overlapping projects and personalities with grace
- Ability to thrive in a rural area with limited cell phone reception
- Ability to lift up to 25 lbs. safely with assistance
- At least 18 years of age
- Driver's License a plus

Weston Theater Company is proud to be an Equal Opportunity Employer. We strongly encourage applicants from historically marginalized communities. WTC recognizes that historic institutional practices have led to an exclusionary and harmful environment for members of these communities, and is actively working to become a more diverse, anti-racist, inclusive organization. We acknowledge and welcome the complexity of the work ahead.

Full vaccinations for staff, creative team, and artists are mandatory for employment, as is adherence to all COVID-19 safety protocols. Proof of vaccination will be required upon first day of work.

To apply, send cover letter, resume, and three references to hire@westontheater.org. Please put "Events and Patron & Community Relations Assistant" in the subject line.