

PART-TIME PROGRAM FACILITATOR

The National Theatre Foundation, Washington, D.C.

Posted: Wed, Aug 17th

Location: District of Columbia, United States

Position: Part-time Program Facilitator

Field: Arts Administration, Theatre Management, Programs, Education, Other fields

Salary: Hourly/\$20 per hour

Website: <http://www.nationaltheatre.org>

Application Deadline: Fri, Sept 9th (accepting applications on a rolling basis)

Category: Arts Administration, Programs and Education

Employment Level: Part-time, hourly

PROGRAM SUMMARIES

Saturday Morning Live! At The National (SML!) provides children ages 3-6 and their families with an early performing arts experience designed to help children learn, laugh, play, and discover new possibilities. For the 22 – 23 season, the theme is “Origin Stories: What makes YOU original?” and artists will be exploring the theme of identity with audiences. Shows will occur one Saturday every month from October 2022 through July 2023 at 9:30 and 11:00 AM in the Helen Hayes gallery space.

Teens Behind the Scenes (TBTS) provides high school students in the DMV area with the opportunity to see touring Broadway productions, engage in critical conversations about the shows, and learn more about different aspects of the performing arts industry. For each show in the *Broadway at The National* season, TBTS welcomes 50 socially and racially diverse high school students to attend the performance for free and participate in a post-show talkback with our dramaturg and guests from the theater industry.

POSITION SUMMARY

The National Theatre Foundation (NTF) seeks multiple enthusiastic individuals to provide programming support for onsite events for our *Saturday Morning Live!* and *Teens Behind the Scenes* programs throughout the 2022/2023 fiscal year. These are part-time positions that will require work on select Saturdays and Sundays from October 2022 through July 2023 (see below for specific dates). Program facilitators serve as representatives of The National Theatre and facilitate a positive patron experience in addition to welcoming children and their families back to the Helen Hayes theatre space after two years due to COVID-19.

PRIMARY RESPONSIBILITIES

Saturday Morning Live! (SML!)

The program coordinators will act as liaisons between NTF staff and performing artists and serve as representatives of The National Theatre to manage the logistics of children's theatre events.

Examples of necessary tasks include:

- Set up the Helen Hayes lounge space for the performance
- Welcome the performing artist(s) to the space and assist with any requests
- Welcome families to the theatre and manage the check-in process
- Distribute learning guides for increased audience engagement post-show
- Track the number of attendees for the 9:30 and 11:00 performances
- Introduce the artist(s) at the beginning of the show
- Monitor children's behavior during the show and provide options for children that may need to take a break
- Encourage theatre etiquette and engagement during the show
- Compile a performance report following each show
- Solicit and track donations following each show
- Photograph performances

Teens Behind the Scenes (TBTS)

The program coordinators will assist with the execution of *Teens Behind the Scenes* events.

Examples of necessary tasks include:

- Pre-show: Manage the event check-in table
 - Welcome teens and groups to the show and track attendance
 - Distribute tickets, program brochures, and other program materials
 - Answer questions about the building (ie: how to get to the Mezzanine, where restrooms are located, etc.)
 - Remind students to stay seated following the show for the talkback
- Post-show
 - Make an announcement to remind students to remain seated until the audience clears the auditorium and invite them to move forward to the first three rows of the Mezzanine for the talkback
 - Introduce the dramaturg and/or guest
 - Request permission to take pictures and photograph the talkback
 - Remind students to fill out the post-show feedback survey
 - Direct event attendees to exit the building

EXPERIENCE AND SKILLS

Required:

- Excellent customer service skills
- Enthusiasm and excitement for the performing arts, especially children's theatre and Broadway

- Ability to assist children and families with different access needs
- Ability to engage and interact effectively with children, youth, and families of diverse racial and socioeconomic backgrounds
- Ability to respond to patron needs quickly, calmly, and with grace
- Availability to travel to and from The National Theatre on select weekends (see list)
- Clear and concise communication skills, especially addressing crowds
- The ability to lift up to 50lbs, stand for long periods of time, climb stairs, and move tables and chairs
- Ability to work collaboratively in a fast-paced environment

Preferred:

- First aide certification
- Prior house management, hospitality, or theatre experience
- Experience working with children (formal or informal)
- De-escalation training
- Equity, Diversity, Inclusion & Anti-Racism training
- Proficiency in language (or languages) other than English

NTF will conduct a background check on anyone who is hired for this position due to the nature of the work being with children.

COVID-19 Policy: All NTF employees must provide proof of COVID-19 vaccination. The current masking policy for the theatre requires all employees and audience members to wear masks.

2022 – 2023 TBTS & SML SEASONS:

Sat, Oct 8 th , 2022	SML! and TBTS events
Sat, Nov 12 th , 2022	TBTS event
Sun, Nov 20 th , 2022	TBTS event
Sat, Dec 10 th , 2022	SML! event
Sat, Jan 14 th , 2023	SML! event
Sun, Jan 22 nd , 2023	TBTS event
Sat, Feb 11 th , 2023	SML! event
Sat, Mar 11 th , 2023	SML! event
Sat, Mar 18 th , 2023	TBTS event
Sat, Apr 1 st , 2023	SML! event
Sat, Apr 22 nd , 2023	TBTS event
Sat, May 13 th , 2023	SML! event

Sat, May 20 th , 2023	TBTS event
Sat, Jun 10 th , 2023	SML! event
Sun, Jun 11 th , 2023	TBTS event
Sat, Jul 8 th , 2023	SML! event

Performance dates and times are subject to change. Applicants will be notified of changes to performance dates in advance.

APPLICATION INSTRUCTIONS

Please submit a résumé and letter of interest highlighting relevant experience with the subject line Program Facilitator to jobs@nationaltheatre.org. No phone calls please.

The National Theatre Foundation is an equal opportunity employer that is committed to diversity and inclusion. The promotion of diversity and inclusion is central to our mission, both in our operations and on our stage.

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ABOUT THE NATIONAL THEATRE FOUNDATION (NTF)

The National Theatre, which raised its curtain in 1835, is the second oldest theatre in the country, and the longest-continually-operated theatre in Washington, DC. Patrons have come for decades to experience the Best of Broadway. In 1973, the National Theatre Corporation (now The National Theatre Foundation (NTF)) became the non-profit entity charged with maintaining and strengthening the physical theatre, as well as its engagement with the broader DC community. NTF funds necessary capital improvements and maintenance to preserve this historic facility, as well as support free community and educational programming, and make possible the management of a vast, content-rich archive.

Through its work, NTF seeks to create innovative, entertaining experiences, inspire future audiences and performers through our decades-long commitment to community educational programming, and celebrate our legacy as a historic cultural venue. Our first community-based program was *Saturday Morning Live! At The National* (SML!), which recently celebrated its 40th Anniversary. We launched our *Community Stage Connections* (CSC) program soon thereafter and, most recently, added *Teens Behind the Scenes* (TBTS).