



THE NATIONAL THEATRE FOUNDATION

PART-TIME PROGRAM FACILITATOR

The National Theatre Foundation, Washington, D.C.

Posted: February 17, 2023

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: Applications will be reviewed on a rolling basis until the position is filled

Category: Arts Administration, Programs and Education

Employment Level: Part-time, hourly

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. This is a part-time position that will require work on select Saturdays and Sundays. Specific programming dates for the current season are outlined below. NTF will hire multiple part-time facilitators. Program facilitators serve as representatives of The National Theatre and create a positive patron experience for children, their families, and high school students that participate in our programs.

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. Shows for the 23-24 season will begin in October 2023.

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 65 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 theatre industry.

PRIMARY RESPONSIBILITIES

Saturday Morning Live! (SML!)

The program facilitators 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 Facilitators 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
- Experience working with children and young people (either formal or informal)

Preferred:

- First aide certification
- Prior house management, hospitality, or theatre experience
- Equity, Diversity, Inclusion & Anti-Racism training
- Proficiency in language (or languages) other than English

COVID-19 POLICY:

All NTF employees must provide proof of COVID-19 vaccination (one Johnson & Johnson, two Pfizer, or two Moderna). Booster vaccinations are recommended. The current masking policy for the theatre strongly recommends all employees and audience members wear masks.

BACKGROUND CHECK:

NTF will conduct a background check on anyone who is hired for this position due to working with children as a key component of the role.

2022 – 2023 TBTS & SML SEASONS:

Sat, Mar 11 th , 2023 8:00 AM – 12:00 PM	SML! event
Sat, Mar 18 th , 2023 2:00 PM – 6:00 PM	TBTS event
Sat, Apr 1 st , 2023 8:00 AM – 12:00 PM	SML! event
Sat, Apr 22 nd , 2023 7:30 PM – 11:30 PM	TBTS event
Sat, May 13 th , 2023 8:00 AM – 12:00 PM	SML! event
Sat, May 20 th , 2023 2:00 PM – 6:00 PM	TBTS event
Sat, Jun 10 th , 2023 8:00 AM – 12:00 PM	SML! event
Sun, Jun 11 th , 2023 2:00 PM – 6:00 PM	TBTS event
Sat, Jul 8 th , 2023 8:00 AM – 12:00 PM	SML! event

Performance dates and times are approximations and 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)

Since its opening in 1835, just blocks from the White House, [The National Theatre](#) (The National) has premiered landmark American musicals, including *West Side Story* in 1957; hosted presidential inaugural balls; and played a significant role in important national events. Deeply steeped in the history of the United States, it was at The National that President Lincoln watched the Washington debut of John Wilkes Booth in the title role of Shakespeare's *Richard III*. The original theatre was reconstructed several times in the 19th century following a number of fires. The current building had its first performance in 1923 and in the early 1980s, the theater underwent a major renovation. The refurbished theater opened in 1984, with President and Mrs. Reagan attending a gala benefit performance of David Merrick's *42nd Street*. Simply put, few theatres in America have the history, prestige, and continuing vitality of The National Theatre.

The National has welcomed almost every major theatrical star in United States history. It strives to be the "Stage for the Nation," by presenting the highest caliber of performing arts genres, ranging from Broadway productions to popular entertainment and award-winning educational programming. The National's 2022-2023 season includes nine Broadway productions along with our three primary community education programs: (1) *Saturday Morning Live! At The National*, a series of free educational programs for children; (2) *Community Stage Connections*, a free program that brings theatrical and musical performances throughout the District of Columbia and surrounding communities that experience barriers to accessing the arts; and (3) *Teens Behind the Scenes*, which provides DMV-area (District of Columbia, Maryland, and Virginia) high school students interested in the performing arts with free tickets to Broadway productions and talk-backs with theatre professionals. Given the diversity of the DMV area, a particular focus of our community education programs is engaging children and youth from racially minoritized and economically disadvantaged communities. During the pandemic, all of our programs pivoted to a virtual online format. We are now beginning to transition back to in-person performances.

The National has two performance venues—the main theatre, with a capacity of approximately 1,700, and the Helen Hayes Gallery, an intimate 125-seat performance space ideal for educational programming and smaller performances. The National also has an extensive collection of archival materials, including playbills, photographs, articles, and posters. Plans for proper storage, access, digitization, and display are currently under development.

While its name may suggest otherwise, The National does not receive government funding. The historic building is privately owned and leased to The National Theatre Foundation (NTF)—a 501(c)(3) non-profit organization established in 1974 and governed by a 15-member Board of Directors. Sandy “Charles” Wilkes serves as Chairman of the Board. NTF’s fiscal year 2022 operating budget is more than \$950,000, with approximately 75 percent coming from contributed revenue and 25 percent in earned revenue. This does not reflect capital improvement funds, with recent annual expenditures of \$500,000. NTF is responsible for community engagement, oversees educational programs, and preserves The National and its extensive archives. Among other responsibilities, NTF’s staff manages The National’s relationship with National Theatre Group (NTG). NTG is an affiliate of Nederlander National Markets, which is responsible for the “Broadway at the National” season each year. NTG/Nederlander National Markets is the sole presenter on the Main Stage.

NTF’s strategic planning is focused on further deepening its identity, supporting NTG’s Main Stage presentations while expanding our own community engagement programs, and communicating The National’s rich history in order to distinguish The National among DC’s vibrant performing arts scene. NTF’s corresponding strategic initiatives in the coming years include bringing The National’s archives and history to the public’s attention, increasing its organizational capacity, expanding its economic model, increasing its strategic partnerships, and formulating a communication plan that tells the compelling, inspiring story of The National.