

## **PART-TIME PROGRAM FACILITATOR**

**The National Theatre Foundation, Washington, D.C.**

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**Posted:** April 30, 2025

**Location:** District of Columbia, United States

**Position:** Part-time Program Facilitator

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

**Salary:** Hourly/\$20-\$22 per hour, contingent upon experience

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

**Application Deadline:** applications accepted on a rolling basis

**Category:** Arts Administration, Programs and Education

**Employment Level:** Part-time, hourly

### **POSITION SUMMARY**

The National Theatre Foundation (NTF) seeks an enthusiastic individual to provide critical support for our education and community programs. Program Facilitators will work primarily on the *Saturday Morning Live!* season of programs for young children and families and the *Teens Behind the Scenes* series. Additional support may also be needed for NTF's offsite programs. This is a part-time position that will require work on weekends and evenings. Program Facilitators serve as representatives of The National Theatre Foundation and facilitate a positive patron experience.

### **PROGRAM SUMMARIES**

*Saturday Morning Live! (SML!)* has been entertaining young audiences at The National Theatre since 1980. Each program engages children ages 3-6 and their families while fostering a sense of play, social emotional learning, and cultural responsiveness. *SML!* resides primarily in the Helen Hayes Gallery, with special performances reserved for The National Theatre Main Stage. *SML!* programs take place on select Saturdays from the fall through early summer.

*Teens Behind the Scenes (TBTS)* works primarily with schools and community arts organizations in the Washington, DC area to create access to Broadway touring productions for teens. Participants receive free tickets, concession vouchers, and educational materials to enrich their experience and knowledge of performing arts careers. *TBTS* programs take place following select weeknight and Saturday matinee performances.

Other programming includes *Community Stages Connections*, which creates deeply personal performing arts experiences for audiences who are geographically, emotionally, economically, or physically isolated; and *The National Theatre Live! at the Library*, which extends the *SML!* season by supporting additional appearances at DC Public Library locations around the city.

### **PRIMARY RESPONSIBILITIES**

#### ***Saturday Morning Live!***

The Program Facilitator will act as a liaison between NTF staff and performing artists and manage the logistics of children's theatre events. Examples of necessary tasks include:

- Serve as point of contact for artists, ASL interpreters, and other staff as necessary

- Set up the Helen Hayes Gallery space for the performance (chairs, sound equipment, temporary stage, etc.)
- 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 program materials and direct attention to the *SML!* book cart
- Introduce the artist(s) at the beginning of the show
- Encourage theatre etiquette and engagement and monitor audience behavior
- Compile a performance report following each show
- Solicit and track donations following each show
- Photograph performances

### ***Teens Behind the Scenes***

The program coordinators will assist with the execution of *Teens Behind the Scenes* events. Examples of necessary tasks include:

Pre-show:

- Serve as point of contact for student groups as needed
- Assemble materials, including seating charts, tickets, and concessions vouchers
- Welcome teens and groups to the show and track attendance
- Distribute tickets and concession vouchers
- Assist House staff with answering questions and directing traffic

Post-show:

- Direct students to the talkback location following the performance
- Escort artists from security check-in to the talkback location
- Introduce the dramaturg and/or guest
- Take pictures of the talkback and students as allowed
- Remind students to fill out the post-show feedback survey
- Compile a performance report following each show

## **EXPERIENCE AND SKILLS**

Required:

- Excellent customer service skills
- Enthusiasm and excitement for the performing arts
- Ability to assist children and families with different access needs
- Ability to engage and interact positively and 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
- 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 aid certification
- Prior house management, hospitality, or theatre experience
- Experience working with children and teens (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.

## **APPLICATION INSTRUCTIONS**

Please submit a résumé and letter of interest highlighting relevant experience with the subject line Program Facilitator to [jobs@nationaltheatre.org](mailto: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.

## **ABOUT THE NATIONAL THEATRE FOUNDATION (NTF)**

We are a growing nonprofit with a small team of dedicated and passionate individuals who are committed to shaping the future of this historic institution. Founded in 1835 and situated in Washington DC across from Freedom Plaza blocks from the White House, The National Theatre boasts a rich history as a vibrant cultural cornerstone of the Capitol Region.

The National Theatre has a proud history as a site for pre-Broadway tryouts and has presented a dazzling array of renowned actors, including Sarah Bernhardt, Audrey Hepburn, James Earl Jones, and Idina Menzel. In addition to serving as a conduit for world-class art, The National Theatre is a DC institution that has evolved along with the great city it calls home.

The theatre features a 1,700-seat mainstage auditorium and the multi-faceted Helen Hayes Gallery space that hosts full concessions service, special events, and performances. Governed by a nonprofit foundation, The National Theatre is dedicated to delivering exceptional theatre and educational programs to a diverse and sophisticated audience. The preservation and digitization of its extensive archives promise to further connect the public with its rich cultural legacy.

By joining us, you will be part of a passionate team dedicated to renovating and preserving our historic facility, fostering cultural connection, and participating in our positive work culture. Come grow with us and contribute to a legacy of innovation, inclusivity, and theatrical excellence.