

OPEN WINDOW THEATRE ADMINISTRATIVE VOLUNTEER DUTIES

Start Date: Jun. 22-26, 2020

Part-Time: 10-20 hrs/week

Volunteer

Open Window Theatre (OWT), a multigenerational professional theatre in the Twin Cities presenting stories of redemption, is seeking 1-2 part-time Administrative Volunteers (AVs) to begin assisting the theatre between June 15-26, 2020. The AVs will assist the Executive-Artistic Director with administrative tasks for individual productions and for the theatre overall, as well as additional assistance depending on the AV's interests and experience. AV hours will generally be 10-20 hours/week per AV, on Monday-Friday between the hours of 9 AM – 5 PM. We are looking for volunteers who can commit to helping for at least the next 6-12 months.

Open Window is scheduled to produce four mainstage plays in its seventh season, from October 2020 – May 2021: *Lolek* by Jeremy Stanbary (Oct. 2-25), *A Christmas Carol* adapted by Emily C.A. Snyder (Nov. 27 – Dec. 27), *The Scrutiny Passion* by Jeremy Stanbary (Feb. 19 – Mar. 21), and *Tolkien* by Ron Reed (Apr. 23 – May 23).

Responsibilities

- Draw up production contracts for cast and crew and ensure payment of all artists
- Ensure ongoing payment of rent, utilities, insurance, and other regular expenses, including interfacing with property management, payroll/workers' comp, insurance, and supply company representatives as needed
- Serve as company/production manager for each play production, ensuring that all the logistical and business needs for each production are met
- Schedule box office and front of house staff and volunteers for performances and other theatre needs and maintain a database of staff and volunteer contact information and hours
- Provide contractual and logistical assistance for facility rentals
- Maintain organization of theatre records
- Other tasks depending on interests and experience, such as assistance with social media/marketing/publicity, graphic design, or fundraising
- Assist with other theatre needs as requested by the Executive-Artistic Director

Qualifications

- **Preferred**
 - Previous theatre experience
 - Previous administrative experience
- **Required**
 - Excellent communication, time management, and organizational skills
 - Ability to create a warm and welcoming environment for all artists, volunteers, and patrons
 - Support for the mission and Core Principles of Open Window Theatre

About Open Window Theatre

Open Window Theatre was founded in May 2011 for the purpose of bringing multigenerational professional theater with a redemptive vision to the Twin Cities.

Seven Core Principles form the foundation of Open Window Theatre – a foundation upon which we intend to build as we develop OWT into one of the premier professional theaters in the Twin Cities:

1. We believe theater should not only entertain, but also educate and inspire with the kind of beauty that will save the world.
2. We believe good art should challenge people to be better versions of themselves.
3. We believe we do not have to be vulgar in order to produce good theater and that some things are better left to the imagination.
4. We believe good art – in exploring the darkness of the human condition – should always possess a redemptive value while respecting the dignity of the human person on and off the stage.
5. We believe religious faith is something to celebrate – not denigrate – through art and we believe in exploring issues of faith and spirituality in a serious and thought-provoking way.
6. We believe in creating an intimate theater-going experience that is memorable, engaging and immersive.
7. We believe in producing top quality theater that is accessible to everyone (yes, EVERYONE) and won't break your budget.

After going on hiatus in 2016 due to the loss of our previous space in Minneapolis, Open Window re-launched in February 2020 with a brand-new 170-seat black box theatre in Inver Grove Heights. We welcome you to join us for our seventh season of bringing professional theatre with a redemptive vision to the Twin Cities.

If you are interested in volunteering, please contact Managing Director Dr. Cole Matson at cmatson@openwindowtheatre.org ASAP so that we can set up a conversation. For more information about Open Window, visit openwindowtheatre.org.