

MANAGEMENT FELLOW

Signature Theatre, one of New York's leading Off-Broadway theatres, is seeking a Management Fellow for the 2022-2023 season. The Management Fellow is a part-time, seasonal member of Signature's general management team. Working closely with Signature staff, the Management Fellow will provide administrative and logistical support. The fellow will work directly with all members of Signature's general management team and report to the Associate General Manager.

Applications will be accepted through Friday, June 17th. This position will begin on September 6th, 2022 and end June 30th, 2023.

About Signature

Founded in 1991, Signature Theatre celebrates playwrights and gives them an artistic home through playwriting residencies, producing six to eight productions by resident playwrights annually. In 2005, Signature began its groundbreaking Signature Ticket Initiative, providing affordable tickets to all of its productions. In 2012, Signature opened the Pershing Square Signature Center, the Frank Gehry-designed 75,000 square foot Center featuring three theatres, two rehearsal studios, a central, public lobby with a café and bookstore, as well as administrative offices.

Applicants from populations underrepresented in the theatre field and aligning with Signature Theatre's artistic mission and institutional-priorities focused on playwrights, community and access are strongly encouraged to apply.

Signature is committed to [Equity, Diversity, Inclusion and Access](#) and welcomes candidates who have demonstrable experience advocating for underrepresented communities.

All employees of Signature Theatre have a responsibility to be active in the institution's continued commitment to its Equity, Diversity, Inclusion, and Accessibility values and goals. Please read our commitment to creating a theatre focused on EDIA at signaturetheatre.org.

Responsibilities

- Assist the Associate General Manager on production calendar oversight
- Work with the general management team on preparation and filing for various contracts, payments and reports which may include theatrical unions (AEA, SDC, USA, 802)
- Support the rentals team in correspondence with clients, tracking deadlines, drafting paperwork and assisting with the execution of rental events
- Assist the general management team on special projects as they arise
- Help oversee general management and inter-departmental databases
- Opportunities to work on special projects with the finance department
- Assist in other day-to-day general management department tasks

Desired Skills and Experience

We are looking for someone who possesses:

- Enthusiasm for theatre and interest in a creative arts career with a focus on general and finance management. Candidates with an interest and/or background in general management, stage management, production management, rentals and/or special events may be particularly interested in the Management Fellowship.
- Ability to work independently and as part of a team
- Attention to detail with strong organizational, written and interpersonal skills
- Strong knowledge of and comfort with Microsoft Word
- A strong interest in learning (or previous experience in) Tessitura, Signature's ticketing software and database

Compensation and Additional Resources

- \$18/hr for up to 30 hours of work a week. Exact hours and schedule will be worked out between the department and fellow upon hiring. Please note that Signature's office hours are 10am-6pm and this fellowship may include some occasional evening hours.
- Additional benefits include:
 - A \$500 play-going fund to use for theatre tickets
 - A monthly unlimited MetroCard, provided by Signature
- Mentorship opportunities including but not limited to:
 - A fellowship-long mentor within Signature chosen by the fellow to shadow and meet with regularly
 - Opportunities for cross-departmental shadowing and meeting swaps
 - Regular professional development lunch-and-learns with Signature staff and artists
 - Goal setting workshops and check-ins
 - Access to industry conferences, roundtables and networking events, including opportunities to connect with other fellowship cohorts

Before Applying

- Familiarize yourself with Signature's artists, programming, staff, and mission, available on our website
- Think through artists and works that excite you – ones you have seen, heard, and/or read
- Think through your personal strengths and areas where you are looking to grow your knowledge further through an opportunity like this fellowship

Application Instructions

Please apply through Signature's job portal, linked [here](#). You will be prompted to upload a resume and answer the following questions (250 words per question):

Questions:

1. Why are you interested in working at Signature in the General Management Department? What skills and experiences will you bring to this role? What skills and experiences are you hoping to gain upon completing the fellowship?
2. Please share details of a challenging moment you have had during a moment of collaboration. How did you handle the challenge, and what did you learn from the experience?
3. What was an experience that shaped your views about theatre and has inspired your interest in working in the arts?

Signature's fellowship program requires no previous work or educational experience for participation. Fellowship selection will be based on demonstrable interest and commitment to a career in the arts with an ability to articulate how a fellowship at Signature will help the fellow learn and grow into the future leader they would like to become.

Resumes should focus on meaningful experiences and outline responsibilities and achievements. They can include professional, academic and/or personal pursuits. Resumes should not exceed one page.

All qualified applicants will receive consideration for employment without regard to race, color, creed, ancestry, national origin, citizenship, religion, gender, sex, sexual orientation, affectional preference, gender identity or expression, sexual and reproductive health decisions, pregnancy, disability, genetic predisposition, age, military, or veteran status, marital or familial status, or any other protected characteristic, in accordance with applicable federal, state, and local laws.

No phone calls, please. For more information about Signature, please visit www.signaturetheatre.org.