



THE PREMIERE PLAYHOUSE

SEASON 24 JOB OPENINGS

About The Premiere Playhouse

The Premiere Playhouse is a professionally staffed and volunteer driven community theatre organization dedicated to producing high-quality theatrical experiences, cultivating artists of all ages and abilities and strengthening community through the transformative power of the arts. As we enter Season 24, we continue to expand our impact through mainstage productions, artist development initiatives, educational programming, new works development, community engagement opportunities, and inclusive arts experiences. To support this growth, we are seeking passionate, organized and collaborative individuals to join our administrative team.

At The Premiere Playhouse, we embrace a staffing philosophy centered around artist-administrators, artist-managers and artist-technicians. We believe that strong arts organizations are built by individuals who possess both artistic passion and operational excellence. Our team members are expected not only to contribute within their artistic disciplines but also to help build systems, coordinate projects, communicate effectively, and support organizational success. Whether your background is in directing, stage management, design, education, performance, marketing, fundraising, or production, we are looking for professionals who can pair creative thinking with strong organizational leadership.

About The Right Candidates

In addition to the appropriate education and/or professional experience, successful candidates understand that artistic excellence alone is not enough. We are seeking individuals who:

- ★ Take initiative and work independently.
- ★ Communicate clearly and professionally.
- ★ Enjoy creating and maintaining systems.
- ★ Can manage multiple projects simultaneously.
- ★ Follow through on commitments and deadlines.
- ★ Work effectively with artists, volunteers, students, patrons, and community partners.
- ★ Balance creativity with organization.
- ★ Are excited to contribute to a collaborative, mission-driven arts organization.

While each position maintains a specific area of focus, all staff members are encouraged to maintain an understanding of the broader organization and occasionally support projects outside their primary department when appropriate.

About The Schedule

All positions are classified as part-time hourly positions averaging approximately 75% time throughout the season. Workload may fluctuate based on production calendars, program schedules, and organizational needs, generally ranging between 50% and 75% time during different periods of the year. (*Scheduling specifics to be discussed in the interview process.*)



The Premiere Playhouse values flexibility and understands that many arts professionals maintain active artistic, educational and freelance careers. Scheduling can often be adapted within reason to accommodate professional commitments. However, candidates should be prepared to consistently fulfill the general operating schedule of their assigned department and maintain reliable availability during key production, event and program periods. Evening and weekend work will often be required depending on the position and season calendar.

About The Pay

Compensation ranges from \$17.00–\$20.00 per hour, commensurate with education, experience, skills, and demonstrated qualifications. The Premiere Playhouse is committed to investing in talented arts professionals and providing opportunities for continued growth, leadership development and increased responsibility within the organization.

About The Benefits

While these positions are part-time, employees receive a variety of meaningful benefits, including:

- ★ Flexible scheduling opportunities during non-production weeks
- ★ Professional development and leadership growth.
- ★ Artistic collaboration with a vibrant community of artists.
- ★ Complimentary admission to Premiere Playhouse productions and events.
- ★ Opportunities to direct, teach, design, perform, stage manage, mentor, or otherwise participate artistically, based on organizational needs and employee interests.
- ★ A supportive, mission-driven workplace focused on creativity, community, inclusion, and lifelong learning.
- ★ The opportunity to help shape the future of one of the region's growing theatre organizations.

About The Application Process

Interested candidates should submit:

- ★ A complete employment application ([LINKED HERE](#))
- ★ A brief cover letter describing their interest in the position and alignment with The Premiere Playhouse's artist-administrator philosophy (uploaded to application)
- ★ A resume outlining relevant experience (uploaded to application)
- ★ Any additional materials or portfolios relevant to the position(s) being sought (uploaded to application)

Applications will be reviewed on a rolling basis until positions are filled, with a final application deadline of Sunday, July 12th at 5:00PM. The Premiere Playhouse is committed to creating an inclusive environment that welcomes individuals from diverse backgrounds, experiences and artistic disciplines. We encourage applicants who are excited by both the creative and operational aspects of nonprofit theatre to apply. Help us build the next chapter of TPP!