

**POTENTIAL POSITIONS AVAILABLE
2021
THE MUSIC THEATRE OF IDAHO**

Position: Company Manager
Pay: hybrid/in development

Term of Appointment: annually, renewable
Qualifications: HS graduate, licensed driver,
Computer skills, basic knowledge of theatre
Production, marketing and publicity. Personable
With excellent communication skills.

Time Commitment: 5-10 hours per week.

Basic Responsibilities: Oversee company programs and tasks for season 2021. Manage actor programs such as sponsorships, contests, campaigns. Work with individual Team Managers to see that all programs are carried out in a given time period. Work with office staff, directors and managers to see that there is a smooth flow of information from company level to directors and back.

Position: Team Manager
position.

Term of Appointment: This is a per show

Pay: This is a volunteer position, but may be exchanged for the volunteer hours required.

Qualifications: licensed driver, Computer skills, basic knowledge of theatre
Production, marketing and publicity. Personable With excellent communication
skills. Best if you are cast in the production for which you are applying.

Time Commitment: 3-5 hours per week from start of rehearsal to end of production.

Basic Responsibilities: work with the company manager to oversee company programs and tasks for season 2021. Assist with one cast in actor programs such as sponsorships, contests, campaigns. Through the program manager, Work with office staff, directors and managers to see that there is a smooth flow of information from company level to directors and back.

Take role and temp check all actors at each rehearsal and performance. Assist the director, during rehearsal in whatever way is needed.

Possible Open Management Positions

MTI 2021

Position 1: COSTUME COORDINATOR (up to six positions): Assist the director to come up with a comprehensive and coordinated design look for the production. Once a concept has been agreed upon, work with the director to procure costumes (rent/sew/beg/ borrow) so that all costumes are in building by one week prior to opening. Make repairs to costume as needed, possibly adjust for size. Make sure costumes are secure at all times. Check costume out. Conduct costume strike on Strike night. Make sure costumes are laundered, or dry cleaned as needed and returned to storage by 1 week after a production closes.

Experience required: Prefer someone who has a working knowledge of theatrical costumes, at least rudimentary sewing skills, coping skills, planning skills and good communication skills. Must have a valid driver's license and reliable transportation.

Compensation: 30 hours of volunteer credit, mileage as agreed to, possible stipend at finish of show, if budget allows. We are a 501 C 3 organization, and as long as you are a volunteer, you can claim these hours on your taxes.

Position 2: Lead Marketing/Fundraising Manager:

This is a scary time. We are lucky to be still producing theatre. We need a highly motivated, goal oriented, go getter who loves people and wants to help in creating a strong, vital company. This position will assist the MAD in grant writing, when necessary, but their primary responsibility is to think outside the box and plan, stage and monitor all outside fundraising for the MTI. This person is also responsible for Corporate giving and will design ongoing campaigns to raise funds in the community. This person reports to the MAD and will also coordinate activities with the company manager,

Experience: Prefer some experience in marketing, fundraising or community volunteerism.

Compensation: 30 hours of volunteer credit, mileage as agreed to, commission on \$ brought in.

Apply Here: <https://forms.gle/EihYHN6NL3dBW2xm9>