

# ANTAEUS

*Theatre Company*

Founded in 1991, Antaeus Theatre Company is an actor-driven theater company that explores and produces timely and timeless works, grounded in our passion for the Classics. We illuminate diverse human experiences through performance, training and outreach. We believe in the transformative power of live theater.

Antaeus is located at the Kiki & David Gindler Performing Arts Center in Downtown Glendale. The center includes an 80-seat theater, a reconfigurable 36-seat performance/classroom space, and theater classics library. With an operating budget of over \$1 million, Antaeus is a leading intimate theater in Los Angeles. Each season we produce four full productions, dozens of readings, and a new works festival. As Antaeus continues to grow and mature, we remain committed to producing a full season of plays, providing professional actor training and educational outreach programs, and utilizing our home as much as possible.

Antaeus is seeking a **Communications Coordinator** to play a critical role on our small team. The ideal candidate can prioritize multiple projects simultaneously, work collaboratively, and provide communications support across all of our constituencies. This position reports to the Executive Director.

## **Primary Responsibilities:**

- Creates and executes all communications for Antaeus including: print materials, eblasts, newsletters, donor communications, and social media posts.
- Ensures that all information on the website is accurate and up-to-date.
- Works with the development team to create and maintain up-to-date donor materials that attract donors and corporate sponsors. Helps execute communications strategy to deepen donor relationships with Antaeus.
- Works with the Company Manager to create and distribute information to the Company and Academy students. Creates materials that attract new artists to Antaeus.
- Works with vendors including, but not limited to graphic designers, printers, publicist, and website developers.
- Tracks analytics to evaluate the success of communications campaigns.
- Ensures accuracy of all patron information in database and any third-party systems including, but not limited to Mailchimp, TRG Arts, and OvationTix.
- Creates and maintains photo archive for Antaeus that ensure accurate captioning and photographer credits.

Secondary Responsibilities:

- Provides assistance with writing and proofing of all materials as needed.
- Maintains Communications-related files and tracks inventory of office supplies for these areas.
- Evidence good work habits including, but not limited to being on time, following workplace policies, arriving prepared for meetings and events, being responsive and following through on all donor, audience, Board, and supervisor requests.
- Exhibits appropriate phone, email and in-person etiquette, and responds to phone and email messages in a timely fashion.
- Other duties as assigned.

**Qualifications:**

- 3+ Years in Marketing, Communications, or Audience Development and/or Graduate Study in Non-Profit Arts Management
- Experience working in Adobe Creative Cloud plus.
- Experience working in Wordpress and database experience a plus

*All employees at the Antaeus Theatre Company undertake other duties as needed and all positions require flexible work hours, including evening and weekends. This is a full-time, non-exempt position with health and vacation benefits.*

**To apply, please send your cover letter, resume, and three references to [anarose@antaeus.org](mailto:anarose@antaeus.org) with the subject “Communications Coordinator Application”.**