

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 a theater 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 part-time **Academy Manager** to play a critical role on our small team. The Antaeus Academy provides training for professional artists from all backgrounds. Our classes give actors the opportunity to explore complex classical texts moderated by Los Angeles' most respected professionals. We offer classes in the Spring, Summer, and Fall, serving more than 240 talented students annually. The Academy Manager serves as the staff liaison to both the Academy students and moderators, and reports to the Executive Director.

Primary Responsibilities:

- Develops and oversees the annual Academy budget tied to short-term and long-term goals for the organization.
- Develops strategies to recruit prospective Academy students. Schedules and oversees Academy auditions to admit new students to the program.
- Tracks and inputs student payments accurately into the database. Provides weekly updates about class enrollments and accounts receivable.
- Works with the Academy moderators to schedule classes, develop class blurbs, and ensures that all moderator needs are met. Ensures moderator payments are processed in a timely manner.
- Works with the Communications Coordinator to promote classes through e-blasts, website, and social media as needed.
- Oversees Academy alumni relations and develops events for them to interact with Antaeus.

- Trains and supervises class assistants for all Academy classes. Oversees work study program.

Secondary Responsibilities:

- Maintains Academy related files.
- 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 student, moderator, and supervisor requests.
- Exhibits appropriate phone, email and in-person etiquette.
- Other duties as assigned.

Qualifications:

- 3+ years of Non-Profit Arts Management or Non-Profit Education experience required.
- Excellent written and oral communication skills required.
- Must be extremely organized, detail oriented and possess excellent interpersonal skills with the ability to prioritize work and meet deadlines.
- Technical Knowledge – must be proficient in Microsoft Word, Excel, and comfortable using database software.
- Capacity to work and thrive in a growing, fast-paced organization.

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 part-time, non-exempt position.

To apply, please send cover letter and resume to anarose@antaeus.org with the subject “Academy Manager Application”.