Target Margin Theater is hiring for multiple positions to support our work as we emerge from the pandemic-slow down and ramp back up in production activity. Our new staff members will partner with our Artistic Director and two Artistic Producers to envision and advance the next phase of our work, and to manage our company’s activities. The most important qualities we seek are a deep affinity for our company’s artistic mission, and a commitment to the values we aspire to embody in every dimension. Target Margin is an arts organization, but our work expresses the values of justice globally: anti-racism, equity and humane treatment for people, access for all to the work we make and the world we aspire to create. BIPOC candidates, LGBTQ+ candidates, and candidates abled in all ways are strongly urged to apply. We also encourage those who may not have conventional resumes to apply; there is no degree requirement for us. Ever.

Target Margin is a multiple-Obie Award-winning company dedicated to creating innovative performances in new ways. Since 2017 we have made our home in Sunset Park, Brooklyn; relationships with our local partners in Sunset Park are a vital part of our work. We were founded in 1991 and have grown steadily, but growth for its own sake is not our goal. We aim to challenge the culture as it exists and move people to engage with the world around them in new ways. We like to eat. For more info visit www.targetmargin.org

A restructuring of the organization began over the summer, with the hiring of two new Artistic Producers, and we are excited to add additional team members in a flexible and holistic way; we have combined the various responsibilities to be filled into three part-time positions, but we are very open to different combinations of job responsibilities depending on candidates’ skill sets and interests.

**Positions:**

**Marketing & Office Coordinator**
Approximately 20 hours/week, combination of in-person and remote work

The Marketing & Office Coordinator will report to the Artistic Producer overseeing general management, and will be responsible for executing all marketing duties along with general office upkeep, including:

- Manage TMT’s marketing calendar and plan campaigns in collaboration with Artistic Producer for upcoming productions
- Update and maintain website; conduct full audit of website and bring current; finish digital archive of past productions
- Manage social media accounts (including Facebook, Twitter, and Instagram)
- Set up and run Facebook ads
- Create e-blasts and set up trades
- Manage print material and advertisement workflow
- Liaise with external graphic designer and other vendors
- Create/design/edit original graphic assets
- Attend productions/events at TMT to capture photos/videos
- Maintain organization of office by overseeing filing, and developing and maintaining functional office layout and systems
- Other duties as necessary
Helpful Skills:
• Experience in marketing for theater or other performing arts
• Proficient with PCs and Microsoft Office Suite
• Experience with Wordpress, Mailchimp, and AudienceView ideal
• Graphic design skills, including experience with Adobe Photoshop/Illustrator ideal
• Photography/videography skills a plus
• Bilingual in English and Mandarin, Spanish, or Arabic a plus
• Knowledge of or interest in NY theater scene
• MUST have a sense of humor, love for good food and drink, and willfully acknowledge the absurdity of it all

Operations & Rental Coordinator
Approximately 20 hours/week, some work can be done remotely but the bulk of this position requires in-person presence and a flexible schedule

The Operations & Rental Coordinator will report to the Artistic Producer overseeing facilities and rentals, and will be responsible for maintenance of our physical spaces (office, studios, and theater) and management of our rental business, including:
• Organize and maintain theater and studio spaces in a clean and functional condition, including theatrical equipment and storage
• Regularly maintain facilities, such as by tidying up studios and kitchenette, taking out trash, shoveling sidewalk, etc.
• Maintain theater and studio calendars
• Manage rental of rehearsal studios and theater space, including responding to rental requests in a timely fashion, leading site visits, and booking renters
• Develop rental strategy with Artistic Director and Artistic Producers
• Edit rental agreements
• Track and process payments in coordination with Finance Associate
• Facilitate use of spaces by renters, including orienting renters to the facilities, overseeing their residency in the space, and ensuring the space is restored properly upon load-out
• Hire & train Space Supervisors
• Coordinate bi-annual cleanup of theater, studios, and storage
• Monitor stock of basic supplies (such as toilet paper and paper towels) and order as necessary
• Project manage building work and renovations
• Other duties as necessary

Helpful Skills:
• Experience in stage management, production, shop supervision, and/or facilities management
• Knowledge of or experience with lighting and/or sound equipment
• Proficient with PCs and Microsoft Office Suite
• Ability to trouble shoot and problem solve
• Customer or client service experience a plus
• Bilingual in English and Mandarin, Spanish, or Arabic a plus
• Knowledge of or interest in NY theater scene
• MUST have a sense of humor, love for good food and drink, and willfully acknowledge the absurdity of it all
**Assistant to the Artistic Director**

Approximately 25 hours/week, this position requires regular in-person presence

The Assistant to the Artistic Director will report to the Artistic Director, and will be responsible for assisting the AD and our development work, including:
- Maintain AD calendar, schedule meetings, send daily agenda emails, track meeting prep and communication follow-up
- Assist AD in personal and board communications
- Assist in coordination of fundraising campaigns, including generating mailing lists
- Draft and coordinate correspondence with individual donors
- Track donations in AudienceView
- Generate and process acknowledgment letters
- Assist with preparation and writing of grant applications and reports
- Support special events
- Purchase tickets, make restaurant reservations, run errands
- Other miscellaneous tasks as necessary

Helpful Skills:
- Experience in development for theater or other performing arts
- Proficient with PCs and Microsoft Office Suite
- Experience with AudienceView and Mailchimp ideal
- Bilingual in English and Mandarin, Spanish, or Arabic a plus
- Knowledge of or interest in NY theater scene
- MUST have a sense of humor, love for good food and drink, and willfully acknowledge the absurdity of it all

Pay for all positions will be between $22-25/hour, depending on experience and scope of each role. We ask for a commitment through the end of the current season (end of June 2022), and will conduct a check in/review with each employee after 90 days and at the end of the season.

If you are interested in this work, we would love to hear from you. Please send a cover letter, resume, and two professional references to jobs@targetmargin.org with the subject line “[title of position] - [Last Name], [First Name]”. Feel free to include any work or reflections that you feel express your experience and your goals, and any thoughts about Target Margin or why this opportunity is appealing to you.