

Torn Space Theater
Director of Program Development and Special Events

Position Summary: The Director of Program Development and Special Events will be charged with overseeing programmatic growth of Torn Space, a company specializing in original performances, site-specific works and WNY premieres of internationally recognized, contemporary drama. This is a part-time position, 20 hours per week.

Programming

- Create promotional and outreach material
- Oversee execution of programs as it pertains to volunteers, artists and productions.

Special Events

- Manage community and audience focused projects with a focus on site-based projects and special events
- Develop a strategy for engaging local and diverse audiences with a commitment to the user experience
- Oversee outreach efforts and coordinate these efforts with the marketing team

Develop and Engage in Strategic Collaborations

- With cultural and business organizations
- Assist in relations with national/local artists and organizations

Qualifications

- Experience working in an arts or cultural organization
- Experience overseeing, analyzing and evaluating special events
- Ability to devise and implement development campaigns as part of a wider communications strategy
- Excellent written communication and proofreading skills
- Excellent interpersonal skills, approachable with a positive and enthusiastic attitude
- Excellent knowledge and experience of working with a range of computer software
- Organized and efficient in planning, prioritizing, managing your own workload and meeting deadlines

How to apply

Please send cover letter, résumé, writing sample, list of 3 references, in a single pdf document via email to tornspacetheater@gmail.com

Subject: Director of Program Development and Special Events

Early applications encouraged. No phone calls, please.

Torn Space is an equal opportunity employer. www.tornspacetheater.com

The position will remain open and applications will be reviewed until the position is filled

This position is funded in part through funding from the Regional Economic Development Council

