



2024 SUMMER SEASON PRODUCTION & ADMINISTRATION POSITIONS

Join the Theater at Monmouth Summer Company for our 55th Anniversary Season. Plays for TAM's 2024 Summer Repertory include: Shakespeare's *Much Ado About Nothing*, *Shakespeare's Will*; *School for Husbands* by Moliere, and *Souvenir* by Stephen Temperley.

TAM's summer season is a true ensemble of more than 30 theatre artists from across Maine and all over the country. We rehearse and perform in repertory in Cumston Hall, a 250-seat Victorian Opera House; rehearsals take place in our renovated Grange Hall. Scene shop, Costume shop, and storage all onsite. All contracts include housing (for non-Maine Residents) and the opportunity to spend your summer presenting classic plays for appreciative audiences.

AVAILABLE POSITIONS: ADMINISTRATION

Box Office Assistant & Front of House Manager: Box Office Assistant is responsible for supporting all box office operations including: taking and processing subscriptions, group, complimentary, and single ticket sales as well as maintaining and updating the database. Front of House Manager is responsible for training, coordinating, and working with a volunteer usher staff, assisting patrons, and coordinating with production stage manager at all performances. Must be highly organized and able to multi-task. Other responsibilities may include picking up guest artists when they arrive in Maine, assisting with set-up and breakdown of the Annual Silent Auction, and coordinating and assisting opening night parties. Experience with MS Office Suite and knowledge of Patron Manager ticketing and current AED, First Aid, and CPR Certifications a plus. Applicants that think creatively and independently, work well under pressure, and find joy in welcoming patrons are a perfect fit for this position.

To Apply

Please email resume, contact information for three references, and letter of interest to Dawn McAndrews, Producing Artistic Director, at dawn@theateratmonmouth.org.