



TheaterWorksUSA

Since 1967 we have been a trailblazer in the not-for-profit theater industry with our repertoire of more than 140 plays and musicals, many inspired by treasured literature and historical figures, playing a leading role in the rise of theater for young audiences as an art form.

Mission

To create exceptional, transformative theatrical experiences that are accessible to young and family audiences in diverse communities throughout New York City and North America.

Job Overview:

TheaterWorksUSA (TWUSA) is seeking a non-exempt/part-time **Casting Coordinator (onsite)** to work 25-29 hours per week who will work closely with the Associate Artistic Director, supporting the casting and artistic operations for the 2024-25 season. This role involves coordinating auditions, preparing materials, and maintaining strong communication across artistic teams. This role has an hourly payrate of \$20.00 USD.

This in-person role is based out of our New York office and will also require time spent in audition and rehearsal studios located in Midtown, NYC. The position offers a flexible, part-time schedule with 6–8-hour workdays, typically 3 days per week. Exact days and hours will be determined in collaboration with the person hired to best accommodate their availability and the needs of the department.

Benefits: Accrual of NYC Sick and Safe Leave. Ineligible for health and wellness benefits

Apply: Please forward your resume to jobs@twusa.org for consideration. A member of our staff will reach out to all who are considered. Thank you.

Responsibilities

- Assist the Artistic Department with audition and casting logistics.
- Write, revise, and release casting breakdowns.
- Create and update audition materials, including sides, sheet music, and audio tracks.
- Build and maintain an updated database of potential actors.
- Coordinate casting sessions, ensuring smooth collaboration between staff, actors, creative teams, and external parties.
- Schedule and confirm appointments with actors, agents, and managers.



- Prepare session sheets for creative team members prior to each casting session.
- Serve as an audition monitor or reader for casting directors or creative teams, as needed.
- Prepare offer details for actors and creative team members, and work with the Production Department to track pending offers.
- Maintain and update show files, including sides, scripts, and scores.
- Assist with creating digital documents and adjusting layouts to ensure branding consistency.
- Coordinate meetings with creative team members when requested.
- Attend run-throughs, dress rehearsals, and talent showcases when needed.
- Ensure effective communication of upcoming projects across all relevant departments.
- Perform other duties as assigned.

Requirements

- Strong commitment to fostering an equitable and inclusive community.
- Experience with budgets, calendars, and union contracts.
- Familiarity with the casting process within a leading arts organization.
- Excellent communication skills, both verbal and written, with the ability to effectively engage with artists, actors, agents, managers, creative teams, and leadership.
- Dedication to cultivating a diverse pool of artistic talent, including actors, directors, and other creative personnel.
- Strong emotional intelligence and the ability to build positive working relationships.
- Ability to multitask and manage competing priorities with attention to detail.
- Passion for theater, particularly for young audiences and families.
- Proficiency in Microsoft Word, Excel, Dropbox, and Adobe; knowledge of Microsoft Teams, Outlook, and Breakdown Services is a plus.

This position offers the opportunity to engage in meaningful work within a dynamic artistic community while supporting the success of upcoming productions.

TheaterWorksUSA is committed to creating a diverse and inclusive environment and is proud to be an equal employment opportunity employer.