



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, North America and beyond.

Job Overview:

TheaterWorksUSA (TWUSA) is seeking a non-exempt/part-time **Tour Operations Assistant** (onsite) to work 15-20 hours per week who will work closely with and report to the Tour Operations Manager. This in-person role supports housing and travel logistics for our touring theater company, involving significant data entry, communication with hotel partners, and maintenance of essential tracking documents.

The position offers a flexible, part-time schedule with 3-5 workdays 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.

The position has an hourly pay rate of \$20.00 USD. While based in-office, it offers a flexible schedule with hours determined collaboratively to best fit both availability and departmental needs.

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.

Responsibilities:

- Gather and enter housing data from our hotel booking partner into Google Sheets with a focus on accuracy.
- Maintain tracking documents in Google Sheets to monitor confirmations and receipts efficiently.
- Collect rooming data from Google Form submissions, prepare organized rooming lists, and send them to designated hotel contacts.
- Oversee credit card authorization forms, following up to confirm receipt of confirmation numbers and final receipts.
- Review hotel confirmations and invoices to ensure accuracy with rooming arrangements and agreed rates.
- Organize housing contracts in the digital filing system, ensuring easy access.



- Keep the digital filing system organized with folders for each hotel, facilitating access for touring managers.
- Potential for additional responsibilities within Tour Operations.
- Perform other tasks as needed.

Requirements:

- Strong attention to detail with a commitment to accuracy in data entry and tracking.
- Proficiency in Microsoft and Google Suites, especially Excel and Google Sheets.
- Ability to work independently on long-term data projects.
- Excellent communication skills for clear and effective collaboration with hotel partners and internal teams.
- Enthusiasm for organizing housing and travel logistics.
- Interest in and commitment to optimizing systems for continuous improvement.

Preferred Qualities:

- Dedication to excellence and a consistent, hard-working approach.
- Self-motivated and proactive, with a strong initiative to take ownership of tasks and see them through to completion.
- Background or interest in stage management, company management, event planning, or travel planning
- A genuine enthusiasm for working with spreadsheets and organizing data.

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.