

THOMPSON TURNER PRODUCTIONS

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Thompson Turner Productions (TTP), a Broadway/touring general management and producing office is seeking applications for entry- and mid-level positions in our office.

Who we are

TTP currently manages the Broadway and worldwide productions of *The Book of Mormon*, the first national tour of *Mean Girls*, the Broadway revival of *Company*, and a slate of new projects in development.

At TTP, we proudly draw on 40+ years of tradition of legendary mentors and producers who have been in our Times Square office, while actively evolving to the demands of being a responsive, progressive, knowledgeable, and forward-thinking team of managers in the twenty-first century.

Who you are

Depending on experience and skillset, these positions will include a mix of executive assistant (scheduling, answering phones, assisting with artist and producer relations, data entry, etc.) and general management support (drafting contracts, preparing budgets, analyzing ticketing data, etc.) duties.

Ideal candidates will:

- Possess a superb attention to detail.
- Have strong Excel and number-crunching skills.
- Thrive in the challenges of the less-glamorous but still vital behind-the-scenes work of budgeting, contracting, ticketing, and human resources and the multiple skills and mindsets required for a fast-moving and multi-faceted workplace
- Be committed to constantly learning new things and deepening their ability to support our artists and productions.

Experience in the following are a plus and would qualify candidates for mid-level positions:

- Basic financial accounting/QuickBooks
- Data analytics regarding sales, inventory and yield management, etc.
- Human resources
- Union contracts and workplaces
- Experience in a workplace or field requiring individuals with a wide variety of skills, temperament, and background to come together on a project-to-project basis

TTP is committed to doing our part to make Broadway a more equitable, inclusive, just, and anti-racist place to work. We encourage applications from individuals whose backgrounds are underrepresented in the theatre industry, including race, ethnicity, class, gender identity or expression, ability, and sexual orientation. We also welcome applications from candidates who do not have experience in commercial theatre management, but please speak to your relevant skills and experiences in your cover letter.

The details

We expect to grow our team between March 2021 and September 2021, though the exact timing will be dictated by reopening schedules for our productions. Positions may begin as remote or partially-remote, but candidates will need to reside in the New York City area by fall 2021. TTP offers a competitive salary (based on experience) and benefits package.

To apply

To apply, send a resume and cover letter introducing yourself, telling us about a past success you've had relevant to the work and skills described above, and addressing your availability to jobs@ttpnyc.com. Applications will be accepted on a rolling basis.