Bespoke Theatricals is currently accepting applications for a full-time General Management Assistant position. We are a busy Broadway and Touring Theatrical General Management office with multiple productions opening this Winter as well as in 2022 (and beyond).

General Management Assistant will report to the General Managers and Associate General Managers, assisting with budgets and financial reporting, contracts, scheduling, box office reporting, overseeing readings, arranging travel, and other administrative projects as assigned.

We are looking for a team player with proficient computer skills who is eager to expand their knowledge about the business of managing Broadway and Touring productions. Some prior commercial theatrical administrative experience is required (1-3 years). Proficiency in Microsoft Excel and Outlook needed.  The ideal candidate feels comfortable asking questions and is ready to jump in and join our team.

Start date is approximately December 1st.

Usual Office Hours: Monday through Friday, 10am – 6pm. In person. Times Square location.

Nominees from diverse backgrounds that are underrepresented in the commercial theatre industry are encouraged to apply.

We are an Equal Opportunity Employer and do not discriminate individuals regardless of race, color, religion, age, disability, genetic information, sex, gender, sexual orientation, gender expression, nationality, military or veteran status or any other legally protected categories.

This is a salaried position with health and dental insurance after 2 months of employment, with premiums fully paid by employer. Generous PTO policy. Applicants must be fully vaccinated against COVID-19 prior to the start of employment.

Please send a cover letter and resume to info@bespoketheatrcials.com

**DURATION**

Start Date: Approx. December 1st.

**SALARY RANGE**

$60,000-$70,000, depending on prior experience level.