



Hershey Theatre Apollo Awards Director, Part-Time

Reports To: Hershey Theatre Education Supervisor

Hershey Theatre Apollo Awards (HTAA) recognizes excellence in the performance of high school plays and musicals. This position will serve as the director of the annual awards ceremony and must be able to support a standard of excellence in event planning, leadership and execution.

This position will also work with HTAA staff and production team, conducts HTAA-related events and meetings, and handles event-related tasks. This position requires excellent attention to detail and interpersonal skills.

This position will work a flexible schedule from September through May. Fall/winter work will be lighter, but becomes busier in spring with 20-30 hours/week.

Summary of major duties:

1. Serve as the liaison between evaluators, directors, and the HTAA
2. Plan and hold evaluator training
3. Schedule evaluators to attend school productions and ensure all productions have sufficient evaluator coverage
4. Compile evaluator comments and distribute to directors
5. Tally scores to determine nominees
6. Assemble HTAA production team, including vendors and consultants

7. Hold planning meetings
8. Oversee rehearsal and event
9. Secure award presenters
10. Plan and hold Nominee Reception

Minimum knowledge, skills and abilities required to successfully perform major duties/responsibilities:

- 3-5 years of experience in Performing Arts environment
- Experience working with students and youth
- Ability to work a variable schedule (weekends, evenings & holidays)
- Ability to work on several projects concurrently
- Attention to detail
- Effective communication skills

Minimum Education and Experience Requirements:

Education: High School Diploma

Experience: Minimum of 3 years of experience in an entertainment or theatre operation. Experience working in a not for profit environment is a plus.

Clearances: This position requires criminal history background checks in addition to child abuse background checks as a condition of employment

Status Description & Working Hours:

Part-time. Flexible schedule. May include weekends and evenings for shows, exhibits, receptions, or special events. Some work may be done remotely.

To apply, please send a cover letter and resume to Kim Barger at kiebarger@hersheytheatre.com.