

2022 JIMMY AWARDS ASSISTANT POSITIONS AVAILABLE

The 2022 Jimmy Awards seeks part-time assistants for the annual program and event celebrating high school musical theatre. The Jimmy Awards week will take place from June 20 – June 28, 2022 and will feature 92 nominees selected by 46 regional awards programs from across the country. The final performances and presentation of awards will be Monday, June 27, 2022 on the stage of Broadway's Minskoff Theatre and livestreamed across the country. For more information on this year's program, please visit www.JimmyAwards.com.

Digital Assistant (approximately June 6 – 27, 2022)

The Digital Assistant will work directly with the Digital Department of the Broadway League to implement the social media strategy for the 2022 Jimmy Awards. Successful applicants will have prior experience with digital marketing including social media, videography and photography, and/or various editing programs (Adobe Photoshop and Premiere experience preferred). A strong passion for Broadway and high school musical theatre is a must! Responsibilities will include but are not limited to:

- Capturing and posting content relating to Jimmy Awards activities, nominees, alumni, creative team members, and other programmatic elements.
- Assisting with video editing, sharable graphics, and social copywriting.
- Cataloging and distributing photo and video assets.
- For June 6-17, the work will be part-time and may be performed remotely on a flexible schedule. From June 20-27 the Digital Assistant will be required in NYC and will be working each of these days on content capture and distribution.

GENERAL INFORMATION:

- Basic qualifications for all assistant positions (individual job descriptions below) include:
 - Excellent communication skills including verbal and writing skills.
 - Basic Microsoft Office skills (Word, Excel, Outlook, Power Point).
 - An enthusiasm for the arts, entertainment, music, and/or pop culture.
 - An interest in the administrative and/or business side of the arts and entertainment industry.
 - Ability to take direction and pay attention to details.
 - Ability to prioritize tasks in a fast-paced virtual environment.
- Applicants from diverse backgrounds that are historically underrepresented in the theatre industry are encouraged to apply.
- All positions are paid at a rate of \$20.00/hour through W-2.
- Start/end dates and scheduled weekly hours are flexible, though will correspond accordingly to the needs of the position and the Jimmy Awards timeline.
- Candidates must be fully vaccinated against COVID-19, including a booster (if eligible).

Please see Application Guidelines on the next page.

THE National High School
Musical Theatre Awards
JIMMY AWARDS® 

APPLICATION GUIDELINES:

Please submit the following materials as PDF files to Erin Coffey, Manager of Audience Engagement, at JimmyAwards@Broadway.org. Include your name and the position you are applying for in the subject line of your email (Ex. Jane Smith – Jimmy Awards Programming Assistant).

- ➔ A cover letter indicating the position(s) for which you would like to apply.
- ➔ Professional resume including relevant experience.

If you are interested in being considered for multiple positions, please only submit one cover letter and one resume detailing all relevant experience for each role. Please do NOT submit headshots or acting resumes.

Applications are due by May 2, 2022.

If selected for an interview, applicants will be contacted after the application deadline.

If you have further questions or concerns, please contact:

Erin Coffey | Manager of Audience Engagement | The Broadway League | JimmyAwards@Broadway.org

The Broadway League is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, pregnancy, genetic information, national origin, disability, protected veteran status or any other characteristic protected by law.

The Broadway League is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, pregnancy, genetic information, national origin, disability, protected veteran status or any other characteristic protected by law.