

## 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](http://www.JimmyAwards.com).

### **Programming Assistant (approximately May – July 2022)**

The Programming Assistant will work directly with the Audience Engagement Department of the Broadway League to provide administrative assistance and event/programming support during the preparation and execution of the 2022 Jimmy Awards. Successful applicants will have prior experience in arts management, stage management, and/or event planning. Responsibilities will include but are not limited to:

- Organizing preparation materials for creative and production meetings.
- Tracking incoming participating nominee and program materials and documents.
- Reviewing and proofing materials for press releases, website updates, and event Playbill.
- Assisting with additional administrative projects as needed pertaining to music licensing, scheduling, donor and sponsor fulfillment, and production elements.
- The Programming Assistant's duties can be performed remotely *except* for the week of June 20 – June 28, during which all hours must be completed on-site.

### **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](mailto: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](mailto: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.*

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