

General Auditions Event Specialist – Part-Time

Theatre Bay Area seeks an experienced event specialist to assist the organization with the 2027 General Auditions and 2027 South Bay Regional Auditions while our Membership & Community Engagement Officer is on parental leave. The event specialist will work alongside TBA's Programs Officer to plan and implement the auditions, ensuring that all actors, auditors, volunteers, and staff have a positive experience.

Pay: \$35/Hour, overtime eligible

Hours: 10 hours/week from start date through December 2026. Increase to 20 hours/week beginning January 4 – February 7, 2027 with additional hours available during the week of the General Auditions to include working the full weekend of auditions. Returning to 10 hours/week from February 10 – March 30, 2027.

Desired Start Date: October 12 (will train on all aspects of the general auditions with TBA's Membership & Community Engagement Officer until they begin their leave in mid- November)

Reports To: Programs Officer

Responsibilities:

- Assist with Actor Application and Selection Logistics
 - Verify TBA membership status of all applicants.
 - Communicate with actors about the status of their application and the deadline to verify their TBA membership.
 - Support TBA's Programs Officer with the facilitation of the actor selection process.
 - Notify actors of their review status once the application period has closed.
 - Notify actors of their audition status in January 2027.
- Pre-Event Logistics
 - Recruit volunteers to work the auditions and create the volunteer schedule.
 - Create and oversee the overall event schedule, sharing the event details with all General Auditions staff and volunteers.
 - Coordinate the purchasing of staff and volunteer T-Shirts in collaboration with TBA's Marketing & Communications Officer.
 - Coordinate the food and drinks available during the auditions.
 - Coordinate the creation of event attendee folders in collaboration with TBA's Marketing & Communications Officer.
- Event Support
 - Hold an online walkthrough of the Actor Index for auditors to attend prior to the auditions.
 - Provide customer service for auditors prior to the auditions.
- General Auditions Weekend
 - Attend the full weekend of auditions to oversee the overall event logistics.
 - Serve as the designated volunteer coordinator throughout the weekend.
 - Serve as the point of contact with rental facilities throughout the weekend.
- Regional Auditions

- Coordinate dates and locations for South Bay and North Bay Regional Auditions to take place during summer 2027.

Desired Experience

- Prior experience working in events as an: event coordinator, event planner, or stage manager.
- Fluency with Airtable.
- Fluency with Outlook, including mail merge.
- Strong organizational skills.
- Demonstrated ability to lead a team.
- Strong attention to detail.
- Knowledge of or previous participation in the TBA General Auditions a big plus.

How to Apply

Send your resume and a short email about your interest to Meghan@TheatreBayArea.org