

## Your IT talent is needed by Alumnae Theatre – now!

After a 6 months hunt, the Alum's digital integration team has identified software products to build better communication between our website, ticketing, memberships, renting, marketing, and bookkeeping. We've chosen "Eventotron" as the central integrating platform in conjunction with **WordPress** for our website and **QuickBooks** for our accounting.

**Short-term contracts start immediately to set up the new system by the end by June 30  
for ticketing, memberships and rentals.**

### **Ticketing System Requirements, Testing and Training**

If you have experience in leading the set up a digital ticketing system or have led migrations to a new box office system, please apply. You will also train box office personnel on the new Simple Ticketing platform.

Familiarity with Eventotron's Simple Ticketing or Arts People is a plus.

Contract: \$7,000

### **Rental System Requirements and Testing**

If you have experience in managing theatre rentals and can provide business and data requirements for a theatre rentals software solution, and have experience testing the solutions as developed, please apply. You will need to understand the concept of migrating templates, data and contacts from google forms and worksheets to other event software. Familiarity with Alumnae Theatre's existing rental processes and Eventotron is a plus.

Contract: \$5,000

### **Rental and Ticketing Systems Configuration, Date Conversion and Integration**

If you have experience in migrating templates, configuring forms and converting data from tools such as google sheets to application packages such as Eventotron, understand data types, are a quick study in learning new software, and work collaboratively with a team, please apply. Familiarity with Alumnae Theatre's existing rental processes and Eventotron is a plus. The full software solution may also include Quickbooks, Stripe, Google, Mailchimp, WordPress, Eventotron and Simple Ticketing.

Rental Contract: \$5,000

Ticketing Contract: \$3,000

**Membership System Set Up:** If you are familiar with Alumnae Theatre's membership tiers and processes, and have a knack for learning new software, understand mapping, template creation and data migration, please apply.

Familiarity with google platforms and Eventotron's Simple Ticketing is a plus.

Contract: \$3,000

**Graphics:** complete the new design of Alumnae Theatre's integrated website, ticketing site, members and rentals site

\$3,000

**Videos:** Write, shoot and edit multiple short Alumnae Theatre-specific training and welcoming videos for our volunteers covering box office procedures, venue security and equipment operation for our volunteers and rental groups.

Contract: \$4,000

**Please apply for the first 4 positions before March 20, 2024 and Graphics and Videos be March 30 at:**

**[humanresources@alumnaetheatre.com](mailto:humanresources@alumnaetheatre.com) with subject line "DIP - (your name)"**

**Provide a position specific cover letter and your resume. Thank you.**

These paid positions are not open to members of the Board of Directors nor their immediate families.  
Funding has been provided through the Communities Services Resilience Fund of the federal government.