

The Alumnae Theatre is looking for a volunteer to manage our busy rentals program.

* Are you a detail-oriented person, comfortable working with Google Suite/Workspace?
* Would you be interested in helping the Alumnae support small theatre and film companies?

You would be responding to inquiries about rentals, setting up site visits (we have volunteers who will help in this regard), answering questions, and collecting and distributing documents related to rentals. You would also be managing communication between people involved in the rentals process.

We provide training. (Some project management experience is helpful but not essential.) Our financial administrator provides support with contracts and handles all the financial aspects of the role.

If you are interested in exploring this opportunity, please contact Barbara Larose at

[pastpresident@alumnaetheatre.com](mailto:pastpresident@alumnaetheatre.com)

We would love to hear from you!