

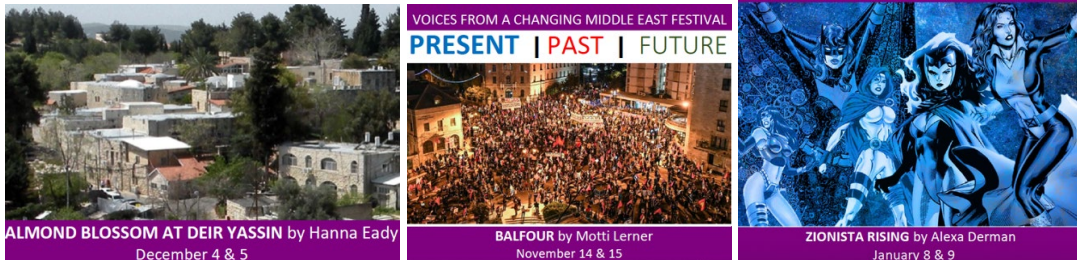


Work with Voices Festival Productions

We are seeking:

HOUSE MANAGER/BOX OFFICE

for 2023



VFP presents three new works from and about Israel/Palestine, rehearsing at Spooky Action Theatre, in the Universalist National Memorial Church's Perkins Hall Theater • 1810 16th St NW, Washington, DC.

**Readings in November, December and January. Availability between:
November 8 – 14, 2023 • November 30 – December 5, 2023 • January 4 – 9, 2024**
three, two-day reading presentations

2024



From February through early May 2024, VFP presents two workshop productions (official dates TBA soon), rehearsing and performing in March at Spooky Action Theatre, at UNMC's Perkins Hall Theater • and in the spring at a site-specific downtown DC location.

(Contractual -Temporary; Part-time: In-Person)

JOB DESCRIPTION: House Manager/Box Office will interface with all audience and all festival personnel and will be responsible for monitoring and updating online ticketing software information and in rotation with other box office associates, checking-in and assisting audience participants.

REQUIREMENTS: Advance Proof of Full Vaccination & ID, periodic Covid testing, (and if needed N95/KN95 masking) is required of all personnel at all festival performance and rehearsal venues (except for actors onstage during specific onstage rehearsal and performance periods) for all dates.

ABOUT VFP: Voices Festival productions is an independent production company based in Washington DC, which produces plays (and the occasional musical) that stimulate debate and discourse, introspection and awareness, informed by revelation of our underlying humanity in all its color and complexity, finding resonance between those living with conflict in the Middle East and closer to home, in our nation's capital, along the seams of our nation and its very real and perceived divides. We celebrate diverse, inter-cultural voices and encounters through inter-connected performance of both provocative and introspective new works for the stage, in dialogue with our moment.
www.voicesfestivalproductions.com

ALL VFP STAFF: (ex. contractual artists/festival associates/volunteers) are asked to follow organizational policies for anti-discrimination/harassment and Covid Safety protocols. In addition to our mission, we have iterated Company Safety Documents, including our VFP Anti-Harassment Policy, Rehearsal Room Standards (based on the work of our colleagues at Not in Our House: Chicago), an Intimacy Pillars Reference Guide, Concern Resolution Form, COVID Safety Plan, and more. We have been following and reviewing these guidelines during our workshop rehearsals thus far, soliciting feedback from artists in support of an effective rehearsal, performance and workspace culture.

Voices Festival Productions is committed to diversity, equity, and equal employment opportunities designed to promote a positive model of inclusion. As such, VFP encourages submissions of all ethnicities, gender identities, ages, and different abilities to submit.

RATE: \$18/hour.

TO APPLY: Please send: cover email of interest along with resume, and three references (Name, title, email, cell number) to: info@voicesfestivalproductions.com