

THE National High School  
Musical Theatre Awards  
JIMMY AWARDS® 

**2021 JIMMY AWARDS ASSISTANT POSITIONS AVAILABLE**

The 2021 Jimmy Awards seeks part-time assistants for the annual program and event celebrating high school musical theatre which will be held virtually this year. The virtual Jimmy Awards week will take place from June 20 – July 1, 2021 and will feature 70 nominees selected by 35 regional awards programs from across the country. The final performances and presentation of awards will air on July 15, 2021. For more information on this year's program, please visit [www.JimmyAwards.com](http://www.JimmyAwards.com). Available positions include:

**Communications Assistant (approximately May – July 2021)**

The Communications Assistant will work directly with the Communications Department of the Broadway League to assist with all press activities and materials related to the 2021 Jimmy Awards. Successful applicants will have prior experience or interest in media, journalism, and/or public relations.

Responsibilities will include but are not limited to:

- Research for press pitches and press materials.
- Compiling/updating communications materials in addition to proofreading final documents.
- Collecting, compiling, and distributing press clippings.
- Supporting the planning and coordination of virtual events and logistics.

**Digital Assistant (approximately May – July 2021)**

The Digital Assistant will work directly with the Digital Department of the Broadway League to implement the social media strategy for the 2021 Jimmy Awards. Successful applicants will have prior experience with digital marketing including social media, and/or various editing programs (Adobe Photoshop and Premiere experience preferred). A strong passion for Broadway and high school musical theatre is a must!

Responsibilities will include but are not limited to:

- Assisting with video editing, sharable graphics, and social copywriting.
- Distributing photo and video assets.
- Identifying content creation opportunities relating to Jimmy Awards activities, nominees, alumni, creative team members, and other programmatic elements.

**Programming Assistant (approximately April – July 2021)**

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 2021 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 digital event Playbill.
- Assisting with additional administrative projects as needed pertaining to music licensing, scheduling, donor and sponsor fulfillment, and virtual production elements.

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**ADDITIONAL INFORMATION:**

- Basic qualifications for all assistant positions 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 remote and 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.

**APPLICATION GUIDELINES:**

Please submit the following materials as PDF files to Amanda Ogorzalek, 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 March 1, 2021.**

If selected for an interview, applicants will be contacted after the application deadline.

If you have further questions or concerns, please contact:

Amanda Ogorzalek  
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.*