



## Stage Technicians & Artists Guild for Education **SPONSOR REP JOB DESCRIPTION**

Position Title: Sponsor Rep

Reports to: Executive Director, Outreach Director

Independent Contractor  
Commission plus Bonus

### JOB SUMMARY

The Stage Technicians & Artists Guild for Education (S.T.A.G.E.) is a non-profit organization that: supports technical theatre vocational programs in high schools, and provides fair compensation for theatre technicians, artists and other professionals, in support of the advancement of the entertainment industry as a whole, and in support of providing employees with transferable skills for today's workforce.

Through company, organization or individual Sponsors, S.T.A.G.E. provides high school technical theatre students with professional technicians and artists, who are in turn provided with fair compensation

Sponsor Reps are responsible for procuring Sponsors. Sponsor Reps are theatre professionals themselves, who also have sales and/or promotional skills. This is a part time, work from home position with flexible hours that can flex with any theatre schedule.

You set your own work hours, but you must be available for correspondence with Sponsors and Schools. Sponsor Reps contact companies and individuals to obtain sponsorships for high school theatre productions and then act as liaison between the sponsoring company, the school drama department and the technician/artist for the sponsored production. Time spent contacting companies will vary, but once a company or individual becomes a sponsor expect to spend about 2 to 4 hours per production period facilitating communications between each sponsor-school-technician/artist team.

### DESCRIPTIONS

"School" refers to the school, the school's Drama department, or the Drama teacher, or other school or district representative.

"Sponsor" refers to a company, organization or individual who donates funds and/or services.

### RESPONSIBILITIES

Contact prospective Sponsors (companies, organizations and individuals) via cold calling, emails, other appropriate forms of correspondence, in order to procure sponsorships at one of the Sponsorship Levels.

Follow up on any leads provided by S.T.A.G.E. and/or conducting research to find potential new Sponsors.

Act as a liaison between Sponsors and Schools.

Coordinate the exchange of benefits between Sponsor and Schools.

Present and promote the S.T.A.G.E. program, philosophies and practices.

Perform work in character, sequence and timing so that it conforms to production schedules.

## DUTIES

Ability to prospect, network, cold call and sell utilizing strong presentation and communication skills.

Establish, develop and maintain positive relationships between Sponsors and Schools.

Be in contact with Sponsors and Schools throughout each production process.

Utilize forms and documentation provided by S.T.A.G.E. appropriately.

Sponsor Reps local to the Denver and Seattle areas attend monthly company meetings, for the purposes of imparting company information, sharing of ideas, and for Sponsor Reps to meet with each other for support and networking.

Perform other related duties as assigned.

## MINIMUM QUALIFICATIONS

Theatre experience – either as a techie or an actor.

A 'people-person' who is passionate about promoting educational tech theatre, and is creative, flexible and inspirational.

Ability to prospect, network, cold call and sell utilizing strong presentation and communication skills.

Prioritizing, time management and organizational skills

## DESIRED QUALIFICATIONS

Technical theatre experience.

High school theatrical experience.

Employment experience in successful sales and/or promotions.

Highly motivated and target driven with a proven track record in sales

## COMPENSATION

Sponsor Reps receive:

- ✓ Commission: 12% of Sponsor's gross donation.
- ✓ Bonus Stipend(s): \$300 per production(s) after the closing night of said production(s).

## DIVERSITY AND INCLUSION STATEMENT

This position is open to all individuals.