



### **New Job Opportunity at Sandglass Theater**

Sandglass Theater in Putney, Vermont is hiring an administrator to support the organizational aspects of this active international puppet company. Prospective candidates are organized, detail oriented and able to work closely with a small team. Required skills include the ability to work on a mac computer in programs such as excel, photoshop and word as well as being able to update the website, create newsletters in mailchimp, posts on social media, write a press release, and work with project management, database and tracking tools. Basic design skills are a plus. The Administrator is a part-time salaried position with paid holidays, vacation and personal days. Some weekends and evenings may be required for event support.

Please contact [info@sandglasstheater.org](mailto:info@sandglasstheater.org) with a letter of interest and resume by May 21. The job could begin as early as mid June 2021.

Sandglass Theater is an equal opportunity employer.