



Richard Hopkins
Producing Artistic Director

floridastudiotheatre.org/work-with-us/careers

JOB DESCRIPTION

CONTACT: Timothy L'Ecuyer
Casting and Hiring Coordinator
(941) 366 – 9017 ext. 330

tlecuyer@floridastudiotheatre.org

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General Management Assistant

Florida Studio Theatre (FST), a professional LORT D theatre located in downtown Sarasota, FL, is seeking a motivated and detail-oriented **General Management Assistant** to join its administrative team. This position offers hands-on experience in professional theatre operations and works closely with the General Manager to support the day-to-day functioning of a vibrant, multi-venue producing organization.

Job Responsibilities Include:

- Preparing and administering contracts for all guest artists in accordance with AEA, AGVA, USA, SDC, and non-union standards
- Supporting the recruitment, hiring, and onboarding of apprentices and interns in FST's Professional Training Program.
- Serving as the primary point of contact for all Group Sales inquiries and coordinating internally as needed.
- Acting as backup manager for the Box Office and Front of House, including oversight of ticketing projects as needed.
- Maintaining and coordinating space calendars across FST's five-theatre campus.
- Assisting with artist guest relations, including coordinating housing logistics and service scheduling.
- Providing administrative support on special projects and assisting the Development and Marketing departments as needed.

Job Qualifications:

- Strong written and verbal communication skills
- Demonstrated customer service experience
- Excellent organizational skills and attention to detail
- Proficiency with standard office software and comfort learning new systems
- Interest in theatre administration, general management or arts leadership
- Prior experience in theatre or hospitality is a plus, but not required.

Job Type: Permanent, Full-Time (Exempt)

Reports to: General Manager

Compensation: \$35,000-\$40,000

Benefits for Full Time Staff: Health Insurance (including optional vision and dental) after two months, 401k with Employer match after one year, complimentary tickets, restaurant discount, paid vacation/PTO, paid holidays, paid parental leave, and more.

Anticipated Start Date / Hiring Timeline: Open until filled. Ideal start date is late July / Early August 2026.

To Apply: Submit resume, cover letter, and contact information for three references at <https://www.cognitoforms.com/FloridaStudioTheatre1/FloridaStudioTheatreHiring>

Florida Studio Theatre is working towards becoming a more inclusive and accessible organization. FST is thus committed to developing a work environment that is reflective of the diverse world that it serves. Applicants from all populations and underrepresented groups are strongly encouraged to apply. Consideration for employment will be given to all applicants without regard to race/ethnicity, gender identity/sexual orientation, age or ability.

FST operates five stages, the 173 seat Keating Theatre, the 237 seat Gompertz Theatre, the 109 seat Goldstein Cabaret Theatre, the 110 seat John C. Court Cabaret Theatre and the 100 seat Bowne's Lab Theatre.

For more information, visit our website at www.floridastudiotheatre.org