

## **Join the WYO Team!**

### **Now Hiring: Program Assistant**

WYO Theater | Sheridan, WY

Application Deadline: September 15, 2025

Apply to: Erin Butler | [ebutler@wyotheater.com](mailto:ebutler@wyotheater.com) or  
Grace Cannon-Wallace | [gcannon@wyotheater.com](mailto:gcannon@wyotheater.com)

### **About the WYO**

The WYO Performing Arts and Education Center is a nonprofit cultural hub and performing arts center in the heart of downtown Sheridan. Our 479-seat historic main stage and Mars “Black Box” space host a variety of live performances, community events, and educational programs. We are home to WYO PLAY, a year-round initiative that connects youth and families to the arts.

Our mission: To inspire, educate, and entertain.

### **About the Role**

The Program Assistant supports both educational programming (WYO PLAY) and the WYO’s general operations. This is a collaborative, hands-on role perfect for someone who’s organized, people-oriented, and excited to help bring arts experiences to the community.

### **Responsibilities**

WYO PLAY Program Support:

- Assist with planning and implementing year-round programs and summer camps
- Coordinate with Teaching Artists and WYO PLAY partners
- Identify and coordinate school and community outreach opportunities
- Support curriculum content creation and production material management
- Opportunities to lead programs in teaching or director role

Administrative Support:

- Manage donor letters and mailings
- Organize office systems and daily operations
- Assist with grant reporting and program ad sales
- Support the Executive Director as needed

### **What We're Looking For**

- Strong organization & communication skills
- Proficiency in Office 365 (Word, Excel, Outlook)
- Willingness to learn Etix, Canva, Hive

- Experience working with students of all ages
- Positive, adaptable, team player
- Commitment to inclusive, creative environments

**Preferred**

- Bachelor's degree or 2+ years relevant experience
- Background in education, arts admin, or performing arts

**Position Details**

Salary: \$38,000+ DOE

Schedule: 35+ hours/week, occasional evenings & weekends

Benefits: PTO, family leave, insurance contribution, IRA match, flexible schedule, comp tickets

**Our Culture**

The WYO is a community-minded workplace where flexibility, creativity, and a good sense of humor go a long way. We value collaboration, inclusion, and initiative—and we're excited to welcome someone who shares those values.

**Equal Opportunity Employer**

The WYO Theater is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Candidates from all backgrounds are encouraged to apply.

**To Apply**

Send your resume, cover letter, and references to Erin Butler at [ebutler@wyotheater.com](mailto:ebutler@wyotheater.com) or Grace Cannon-Wallace at [gcannon@wyotheater.com](mailto:gcannon@wyotheater.com) by September 15, 2025.