



**THEATRE ALLIANCE**  
OF GREATER PHILADELPHIA

## **Theatre Alliance Membership Details & Resources**

(Please store this document as a tool of reference & distribute throughout your organization as needed)

*Website:* [www.theatrealliance.org](http://www.theatrealliance.org)

*Address:* 1616 Walnut Street Suite 1800 | Philadelphia, PA 19103

*Phone:* (215) 413-7150

*Fax:* (215) 413-7155

### **Important Contacts for Organizations:**

***Stephanie Kish***- Technology Support Analyst

[Stephanie@theatrealliance.org](mailto:Stephanie@theatrealliance.org)

PhillyTheatreTix support and interrelated programs.

***Yvonne Smith***-Operations Associate & Membership Services

[Yvonne@theatrealliance.org](mailto:Yvonne@theatrealliance.org)

General information about the Theatre Alliance and its membership, including website/profile management. Oversees the Barrymore Awards Administrative System.

***Gina Vitolo-Stevens***-Programs Associate

[gina@theatrealliance.org](mailto:gina@theatrealliance.org)

Support for Audience Engagement programs participants.

***Kara Wexler***- Administrative Assistant

General inquires about the organization.

Barrymore voter management questions; programs and images submission.

(Note to members: [info@theatrealliance.org](mailto:info@theatrealliance.org) is a general inquiry email for non-members and those interested in learning more about the alliance. As a member and for your convenience, we ask that you contact the appropriate individual above directly for immediate assistance.)

### **Important Website Information**

### *Profile Page*

Your profile page can provide audience members with everything they need to know about your theatre and upcoming performances. In the near future, the Theatre Alliance will also utilize information from your profile page for updating our records for your theatre during renewal periods. Please ensure that the information provided on this page stays up to date.

### *Forgot Password?*

Steps for requesting a new password through our website:

1. Go to the member log-in page - <http://www.theatrealliance.org/user>
2. Click on the red “Request New Password” link near in the middle of the page
3. In the box enter either your username “User Name” or the e-mail address on the account

After completing steps 1-3, an email will then be sent to you with instructions for obtaining new password information

### *Adding Shows (Events)*

On your profile page, under Upcoming Shows, click “Add a New Show”, to upload information for an upcoming show. When attempting to enter a playwright, director, or cast member name, any field with the little circle in the right side is a database-driven field, not basic text entry. Information that is not in the database can be placed under the “Additional Show Info” text field. In addition to a main image (required), you may also add additional images to a show page, which are displayed further down the event page and can be viewed as a slideshow. As always, be sure to click “Save” at the bottom of the online form to save any changes/uploads you made.

### *Posting Jobs*

To post a job listing follow the link to <http://www.theatrealliance.org/jobs> and select add new job. Fill in the required information and any additional information you would like to provide, and click the save button when you are finished. Keep in mind that when you type in the name of your organization, spell it out exactly as it is on your profile page so the job will link back to your profile. Also, be sure that you are logged in the site prior to creating a job post, so that your job posting appears on your profile page and is available for easy editing or deletion.

### *Press Releases & Workshops*

Press releases can be uploaded to our pressroom and linked to your profile page providing quick access for the public. To submit a press release contact [Yvonne@theatrealliance.org](mailto:Yvonne@theatrealliance.org) with the subject line: *TA press document "date"*. If you would like to request to feature a workshop or class that your organizations offers (on-going classes only) send details with the subject line: *TA workshop document "date"*. Contact Yvonne Smith directly for accommodating one-time class offers.

### *List Serv*

Become part of the theatre industry exchange by joining the Theatre Alliance listserv; an email service featuring important communications and updates from 2000+ organizational leaders and theatre artists. This service is currently available to all theatres, to join visit: <http://groups.yahoo.com/group/theatrealliance/>.

### *Forms/Downloads*

Many of programs require additional enrollment to participate. Please visit [www.theatrealliance.org/members/forms.html](http://www.theatrealliance.org/members/forms.html) for additional membership forms. You may also contact Gina Vitolo-Stevens to requests forms that are not available on our website.

### *Mailing Lists*

TA sends out lots of important information via email including: membership renewals, industry news, special events and opportunities, and changes in membership policies. In light of any organizational transitions, please forward us updated lists of staff members who are responsible for your membership account and their contact information. Please fill out our [contact update form](http://www.theatrealliance.org/update-organizations-contact) at <http://www.theatrealliance.org/update-organizations-contact> , anytime you wish to add, delete, or change a contact on our mailing lists.

If you have an additional questions or concerns please contact our office at 215-413-7150

## **The Theatre Alliance of Greater Philadelphia**

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