

PROGRAM MANAGER (JUNIOR, MAINSTAGE, ENCORE)

The Program Manager works closely with the Artistic Director providing program oversight for any and all productions (currently 2 annually), is the central point of contact to the Artistic Director and Programs Committee in regard to troupe specific communications, as well as being a member of the Marketing Committee responsible for ensuring timely and accurate show materials.

Responsibilities:

The Program Manager acts as the head of the program and reports to the Artistic Director; they are the central point of contact of the program; delegates assignments as necessary; participates in the establishment and coordination of a production team; collaborates with the Show Director by overseeing each production while ensuring a high standard artistically and technically; delegates assignments as necessary; exhibits solid communication skills; has excellent organizational skills; and has the ability to craft a plan for meeting established goals and deadlines; works within allocated budgets for each production; and maintains compliance with safe employment practices, workplace regulations, and theatre policies.

Essential Functions:

- Participates and provides feedback on show selection with the Programs Committee
- Maintains program schedule and calendars
- Participates in the pre-planning process including the recruitment, selection and appointment of production team members: Director, Choreographer, Musical Director, Technical Director
- Provides oversight and direction to the production team, attempt to resolve issues or conflicts as they arise, and involves the Artistic Director for mediation or further action as needed in accordance with organizational policy
- Collaborates with Show Director to establish production budget priorities and ensure production needs are met
- Creates and effectively utilizes a central avenue of communication among the production team, cast or crew and maintains communication with the Show Director to ensure the success of the production, by conducting monthly (or bi monthly) production meetings the ensure the “vision” is attainable
- Creates and effectively utilizes a central avenue of communication among the cast members (& parents) via email and social media
- Assists with marketing, including ensuring deadlines are met, press releases are written/submitted, and other essential info is made available to the Marketing Committee/Director
- Preparation of the playbill, Currents, for each show due for proofing 3 weeks prior to the show
- Oversight of fundraising specific to the program
- Recruitment and oversight of program volunteers, including new volunteer onboarding
- Oversees collection of tuition and other fees
- Provides historical reference (record keeping) by utilizing filing and retrieval systems
 - Cast(Student) registration
 - Contact information and background checks, as applicable
 - Program costs and receipts to be turned over to the Director of Operations at the conclusion of the show
- Maintains customer confidence by keeping information confidential
- Ensures COVID-19 protocol is met
- Works within all applicable institutional policies and guidelines
- Assume other duties as directed by Artistic Director

Additional Duties:

- Represent the program at the Program Committee Meetings held the 1st Monday of every month from 7-9pm
- Represent the program at the Marketing Committee Meetings dates and times TBD

Minimum Qualifications:

- Excellent organizational management skills
- Effective verbal, written, and interpersonal skills
- Knowledge of Google, Publishing, and Social Media platforms
- Ability to create schedules, calendars and reports
- Ability to work in tandem with varying personalities
- Ability to collaborate effectively with artistic colleagues
- Demonstrated skills in interpersonal relationship building and employee coaching/development
- Demonstrate a passion the mission of SPA/SMCT

Desired Qualifications:

- Minimum of a Bachelor's degree or equivalent in business or a departmentally related field.
- A minimum of three years of responsible leadership experiences in management or supervisory positions.

To Apply:

- Submit an application
- Letter of interest
- Résumé

Note to Candidates:

- Employment is contingent upon a successful background check and drug screening
- This is a volunteer position that may be eligible for a stipend for each show (2 per year)