

**Playwrights Project**  
**Job Description**  
**School Programs Manager**

June 12, 2018

**Mission**

Playwrights Project advances literacy, creativity, and communication by inspiring individuals to voice their stories through playwriting programs and theatre productions. Programs include residencies in schools, play development programs for disadvantaged adult communities, training programs for educators, professional productions, and a statewide playwriting contest for youth, culminating in an annual festival of plays at a recognized theatre in San Diego.

**Position:**

This is a non-exempt position reporting to the Executive Director, responsible for managing programs for schools, including workshop series, one-day workshops, and performances.

**Responsibilities:**

- Assure the implementation of all programs conducted in or with schools
- Plan with clients (classroom teachers, district personnel), negotiating agreements and scheduling programs
- Participate in the selection and training of teaching artists and actors (with an emphasis on administrative protocols)
- Schedule and contract teaching artists to conduct programs
- Oversee teaching artists' general implementation of the program within the protocols and philosophy of Playwrights Project, and providing curriculum support and oversight with the Executive Director
- Assure artists are informed of and implementing administrative and evaluation protocols
- Maintain spreadsheet of all program activity, records of communications, and database of participating schools and artists, and reports on activities
- Review and authorize payment of expenses related to the program, assuring costs are aligned with approved budget and aligned with contracts
- Invoice schools\ groups purchasing programs, supported by the Administrative Assistant
- Assist with marketing programs to schools

Preferred Skills and Experience

The successful candidate will have a college degree and experience as an arts educator; knowledge of theatre, VAPA and ELA standards; ability to inspire and lead a team of artists; commitment to education and experience working with youth; excellent written and verbal communication skills; ability to manage a budget; and a strong, collaborative work ethic.

Work Hours and Wages

This is a half-time position, based on a workweek of 20 hours/week. Hours fluctuate based on activities, typically coinciding with school hours, with evening availability for performances. Wages to be determined based on experience.

To Apply

Submit resume and letter of interest to [write@playwrightsproject.org](mailto:write@playwrightsproject.org). No phone calls please.