

Playwrights Project Youth Programs Manager

Position:

The Youth Programs Manager is a non-exempt employee reporting to the Executive Director. The position supports implementation of Playwrights Project's programs for youth, conducted in schools, community centers, juvenile detention facilities, and theatres. Playwriting workshops are conducted throughout the school year, (August through June), with some summer programs. Cold readings of participants' work are performed at the end of each playwriting series. Full productions include *Plays by Young Writers* (typically in Winter/Spring) and *Creative Youth Development* performances in the community (typically in the Fall). Additional play readings are conducted occasionally in the year to showcase student work in schools and in the community. This position requires consistent access to transportation to multiple sites.

Work Hours:

Full time, 40 hours per week. Work schedule includes school hours and occasional weekday evening and weekend times, fluctuating based on program needs.

DUTIES & RESPONSIBILITIES:

ADMINISTRATIVE/PROGRAM COORDINATION (80%):

- Manages the implementation of playwriting programs, submission of *Contest* scripts, school and community readings, and school/youth groups attendance at productions
- Recruits and liaises with school and/or site representatives to plan, schedule and staff programs, book school reservations, and maintain interest in our programs
- Helps develop marketing/PR materials to recruit and inform schools/sites and artists
- Drafts Playwright Project site contracts and contracts required by the school/site/district
- Drafts contracts with artists, disseminates, collects and tracks receipt of signed copies
- Supports hiring, training, and advising of Teaching Artists, gathering of supplies, scanning, tracking, organizing curriculum and writings, scheduling actors and surveys
- Maintains records required for clearances at schools and detention facilities
- Ensures that representatives visiting sites are informed of procedures and requirements
- Regularly updates contact information and documents communications
- Tracks activities, attendance, and maintains calendars
- Collects feedback from participants, artists, company, and partners for evaluation
- Prepares regular reports on activities and participation, organizes and archives files
- Attend all assigned meetings, disseminating information, documenting take aways, and sharing directly with appropriate staff in a timely manner
- Maintains comprehensive files on activities, tracking data required for reporting
- Assists with reporting and invoicing related to program activities
- Make effort to anticipate program challenges and communicate concerns to Director
- Assures information is communicated with all stake holders and follow up is timely
- Tracks and summarizes TAs, actors, script readers and other artists bi-monthly timecards
- Prepare check requests for submission to office staff in a timely manner for processing
- Maintains contact sheets for teaching artists, actors, script evaluators, and letter writers

- Additional duties as assigned

DIRECT PROGRAM ACTIVITIES (20%):

- Teaches or co-teaches up to 3 classes per week
- Trains, observes, and supports teaching artists conducting playwriting programs
- Attends and supports key rehearsals, performances, community readings, and productions
- Directly supports at performances as needed (box office, front of house, backstage, curtain speech, emcee/stage directions, post show Q&A)
- Understand the mission and values of PWP and communicate them to partners
- Represent Playwrights Project at SD Youth and educator events with a high level of professionalism

JOB REQUIREMENTS:

SKILLS

- Knowledge of theatre and arts education
- Ability to teach playwriting
- General knowledge of office skills, use of office equipment
- Proficient/Intermediate knowledge of Microsoft Office and Google products is required
- Demonstrated strong written and verbal communication skills
- Action oriented; strong problem-solving skills
- Excellent time management, organizational, and planning skills
- Ability to work independently in a changing environment
- Multi-tasking skills, and strong commitment to meet and exceeding expectations
- Ability to work with others in a collaborative, team environment
- Initiative, accountability, enthusiasm, and willingness to pitch in whenever needed
- Integrity to handle sensitive information in a confidential manner
- Cultural competency and ability to work with diverse populations
- Professional image and demeanor

EDUCATION

- Post-secondary education in a related field or commensurate experience

LANGUAGE SKILLS

- Ability to read, write and speak English fluently
- Ability to read, write and speak Spanish fluently (not required, but preferred)

PHYSICAL DEMANDS

- Able to sit for prolonged periods of time at meetings, desk, computer
- Able to view a computer screen for an extended period of time
- Able to speak into and use a telephone
- Able to lift and transport up to 25 pounds

WORK ENVIRONMENT

- Fast-paced work with multi-level distractions
- Requires a balance of independent work and collaboration

SPECIAL CONDITIONS

- Ability to work flexible hours including evenings, weekends, and holidays, as needed
- Must be able to satisfy requirements for security clearances at youth detention facilities
- Must have a valid California driver's license and auto insurance

SALARY

- Salaried/Nonexempt
- Ranges between \$22-\$25/hr DOE
- Health care stipend available

Submit your resume and a cover letter (2-page maximum) to: write@playwrightsproject.org

Please indicate in the Subject Line: Program Manager

Resumes and cover letters will be accepted until job is filled.

Please direct all inquiries to: write@playwrightsproject.org.