



Position Title: **Part-time Academy Associate**

Childsplay, a professional theatre organization committed to creating engaging theatre experiences for all young people, seeks a proactive individual to join the education team as an **Academy Associate** within the Theatre Academy Program. Childsplay Theatre Academy provides meaningful theatre education experiences for young people, instilling the value of drama as an art form and nurturing creative, social and collaboration life skills.

Job Overview:

The part-time Academy Associate reports directly to the Academy Manager and participates in the administration of over 100 classes annually at Childsplay Theatre Academy. The Academy Associate communicates with caregivers about programs and registrations, maintains organizational materials (i.e. schedules, rosters, and database information), contributes content for marketing materials, and participates with program research and assessments. The Academy Associate is a critical part of Theatre Academy and Childsplay ensemble as the company builds inclusive education programs and pursues new programming opportunities.

Responsibilities and Duties:

- Communicate with patrons about Academy programs including; responding to questions or concerns, processing registrations, sending invoices, and e-mailing before, after and during programs
- Maintain program calendars and staffing schedules
- Prepare student rosters and emergency information for teaching artists
- Assist with writing creative copy text used in promotional materials
- Distribute program surveys and organize the response data
- Provide content and logistical support for Teaching Artists
- Preserve integrity of data and reporting in Academy database
- Supervise in Academy programs as needed
- Research topic ideas for classes, read and summarize youth theatre scripts, and help identify popular programming ideas
- Future opportunities to participate in development of programming and curriculum arcs.
- Other duties as assigned

Qualifications:

An ideal candidate will possess

- A passion for the performing arts, education, and Childsplay's mission
- Builds and manages relationships with students, parents and the Childsplay ensemble
- Able to work on tasks independently and complete projects on time
- Associates or Bachelor's Degree in a related discipline (i.e., theatre, education, arts management, non-profit management, communications), OR equivalent work experience
- Strong writing, verbal communication, and computer skills



- Highly organized, excellent attention to detail and ability to prioritize and perform multiple tasks in an efficient manner
- Experience working with young people
- Has an Arizona Fingerprint Clearance Card or willing to obtain one as a condition for employment
- Availability to work on Saturday. Although some flexibility in work hours is available. Candidate must be available to work at least two Saturdays (8:30- 4pm) a month.

You'll be a Great Fit if you are:

- Passionate about the arts and sharing it with young people
- Outstanding juggler who can keep many balls in the air
- Organized and pay attention to detail
- Appreciate young people's opinions, creative contributions, and agency for their learning.
- Communicate well in stressful situations, especially when interacting with patrons
- A critical thinker with the ability to problem solve
- Thrive in collaborative environments
- Self-directed and eager to grow. When given a starting point, you are comfortable stepping up and taking ownership.
- Solutions orientated, even when last-minute problems arise

The **Academy Associate** is a part-time, 52 week, non-exempt position of 20 hours per week, salary is \$15 an hour. During peak summer season, full-time opportunities may be available. Childsplay has a casual office environment and dress code, and opportunities for professional development.

Childsplay values equity, diversity, and inclusion throughout our organization, programs, and audiences. We are committed to giving underrepresented artists a safe space to create art and community. By welcoming people with differences in religion, ethnicity, sexual orientation, class, gender identity, ability, and age, we are better able to celebrate that which brings humankind together: imagination and wonder.

How to Apply:

Applicants will email a cover letter, resume, with the subject line, *Academy Associate Position* to Katie Brantley at kbrantley@childsplayaz.org before **November 26th**. Position will begin Monday, January 7th, 2019. No phone calls please, we will contact candidates whose skill sets, education, and experience meet the requirements for the job.

Founded in 1977, Childsplay's mission is "to create theatre so strikingly original in form, content or both, that it instills in young people an enduring awe, love, and respect for the medium, thus preserving imagination and wonder, those hallmarks of childhood, that are the keys to the future." Please visit our website at www.childsplayaz.org for additional information about the company, our programs, and our work in the community.