



Childsplay, Arizona's professional theatre for young audiences, seeks a proactive, creative, and outgoing **School Relationship and Booking Coordinator**, to book field-trip and in-school performances, market programs, and steward relationships with schools and teachers.

#### **About Childsplay:**

Founded in 1977, Childsplay is a nationally and internationally respected professional theatre company whose chosen audience is children. 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.

#### **About Childsplay Field-Trips and In-School Performances:**

Childsplay serves young people, teachers, and their families through theatre in the classroom and on stage. The core of Childsplay's operations is its robust school performance programs, including field trip and in-school performances that reach 200,000 children every year. These performances happen daily throughout the school year, both in theatres and directly in schools.

#### **School Relationship and Booking Coordinator Job Summary**

The School Relationship and Booking Coordinator develops and stewards relationships with school and community partners, works with the marketing department to create and implement marketing plans to reach schools, and directly books school groups into Childsplay's field trip and tour performances. The School Relationship and Booking Coordinator is the first point of contact for many teachers to engage with Childsplay – accordingly we are looking for a passionate, enthusiastic representative of our programming.

This role is part of an ensemble that celebrates learning and creativity, encourages innovation, and provides multiple opportunities for professional growth. The work at Childsplay is fast, furious and extremely rewarding. We offer a terrific family environment and the fulfillment of working for a company with a mission to improve the lives of young people through the arts.

This full-time position will be a part of the Education team, working closely with the Marketing and Production teams to ensure that schools have the best possible arts experience.

#### **School Relationship and Booking Coordinator is Responsible For:**

- Booking and scheduling performance programs to schools
- Collaborating with the Education Team and Marketing to develop engagement strategies for school performance sales.
- Implementing and managing sales and marketing plans for field trip and In-School performances
- Stewarding relationships with districts, schools, and teachers
- Providing exemplary customer service experiences for all teachers and school representatives who interact with Childsplay

- Staying current with Arizona's education environment, and how it could impact student attendance and participation in the arts.

#### **Required Skills and Qualifications:**

- A passion for education, theatre, and Childsplay's mission as well as a healthy sense of humor
- Skill in time management in order to respond to multiple priorities, with a strong ability to manage multiple tasks and deadlines.
- Comfort with talking on the phone, reaching out to potential patrons in a variety of ways, and addressing customer service issues
- Proficiency with Microsoft Office applications and other web browser-based applications (Formstack, SurveyMonkey, etc) and comfort learning new technology systems
- 2-3 years' experience in Non-profit management, business, education, theatre, marketing, OR equivalent combination of education and experience
- The ability to attend off site meetings and performances at the Herberger Theater Center and schools in the Phoenix area, through independent transportation (A valid driver's license is preferred but not required).
- Current Arizona Fingerprint Clearance Card (or ability to obtain credential before beginning work)

#### **Additional Valued Skills and Qualifications:**

- An understanding of schools, teachers, and the current Arizona education landscape
- Experience in the performing arts (professional, education, or community arts)
- Fluent Spanish speaker (Native or learned as a second language)

#### **You'll Be a Great Fit If:**

- You are comfortable speaking with teachers and children
- You stay cool under pressure
- Talking to people about theatre, education, and their impact on young people makes your day
- You are self-motivated. When given an idea or a framework you are comfortable taking ownership
- You are goal oriented
- You thrive in collaborative environments
- You can find fulfillment in the small parts and the big projects of your job
- You are always learning

#### **Salary and Hours:**

This is a full-time position of 35 hours per week. Salary range is \$35,000 - \$37,000 annually, DOE and is consistent with salaries of a mid-sized arts organization with a \$3 million annual budget and includes a benefits package. Childsplay has a casual office environment and dress code. The company offers multiple ongoing meaningful opportunities for professional development and learning for all employees. This position generally works 9 am to 5 pm Monday through Friday, however, occasional evening and weekends are required.

### **How to Apply:**

Applicants are expected to submit a short statement or cover letter why you think you are the best fit with Childsplay and this position along with a resume and two or three professional references. **Applications will be accepted until the position is filled with a first review on August 13, 2021.**

Please send email submissions with the subject line: *Application – School Relationship and Booking Coordinator* to Katie Brantley, Director of Education and School Programs at [kbrantley@childsplayaz.org](mailto:kbrantley@childsplayaz.org)

No phone calls please, we will contact candidates whose skill sets, education and experience meets the requirements for the job. Please visit our website at [www.childsplayaz.org](http://www.childsplayaz.org) for additional company information.

Childsplay values equity, diversity, and inclusion (EDI) throughout our organization, programs, and audience. 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.