

### **Academy Manager Position**

The primary responsibility of the Academy Manager is to oversee all aspects of the Childsplay Academy, which provides creative drama and skill building classes taught by professional teaching artists. The Childsplay Academy offers classes for young people between the ages of 3 and 18 years.

### **Academy Mission:**

To create unique, meaningful theatre education experiences for young people, instilling in them the value of drama as an art form and building a connection with professional artists to nurture confidence, imagination, creativity and collaboration

### **Desired Qualifications**

- Experience managing theater education programs
- Teaching experience
- Program marketing experience
- Database experience

### **The ideal candidate:**

- Understands and effectively communicates the mission of the company
- Has a true desire to be part of the Childsplay ensemble which is a community of motivated and invested professionals who work together to fulfill Childsplay's mission in an environment where creativity and participation are honored in all
- Works closely with members of the ensemble to develop Academy education programs that are appropriate for Childsplay's target markets and constituencies
- Participates in shaping strategy for the Academy and the Company
- Creates and completes projects on time and within budget constraints
- Ensures education programming and Academy marketing strategies are consistent with company strategies
- Stays current on all relevant drama education/arts education advancements and trends
- Manages and builds relationships with students, parents and ensemble members

### **The job requires that you have:**

- Bachelor's degree with 3-5 years of drama education experience and proven drive to meet and exceed budgeted registration goals
- Strong written and verbal skills
- Highly organized, excellent attention to detail and ability to prioritize and perform multiple tasks in an efficient manner
- Ability to think creatively and design new ways to grow our class registrations while maintaining existing relationships
- Your own car and be willing to use it with appropriate reimbursements for mileage.
- Ability to work evenings and weekends as necessary
- Proficiency in Microsoft Office – Word, Excel, and Outlook

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

- You conceive and execute fresh approaches to engage our community in the Academy programs
- You are a chameleon – able to write and communicate in many voices, changing from one to another as quickly as you change from one project to another
- You play nice with others and can partner with both artists and administrators to ensure the Academy message supports drama education concepts and strategy
- You can juggle lots of projects at one time
- You are almost annoyingly attentive to detail
- You're pro-active, self-starting and always thinking
- Your passion for the message pervades your work
- You're nice. Especially to the folks working with you.
- The only thing you know for certain is that you don't know it all and relish the prospect of being a part of a learning organization
- You love all things digital and are always looking for the next cool thing

The position salary is between \$27,000 and \$30,000 per year to start. It is an exempt position qualifying for a full range of benefits including health, life and long term disability with access to dental, short term disability, and retirement investment.

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 keys to the future. Public and student matinee performances are presented at the Tempe Center for the Arts in Tempe, Arizona. The ensemble based organization also presents performances on tour in schools and community centers throughout the state of Arizona and in major performing arts centers throughout the United States. Extensive education programs are offered through its academy at the Sybil B. Harrington Campus for Imagination and Wonder in Tempe, Arizona and through in-school residencies placing drama educators directly in the classroom.

Applicants are expected to submit a resume or curriculum vita along with a cover letter. Application materials can be submitted my mail to:

Childsplay  
Attn: Academy Manager Position  
900 S. Mitchell Dr.  
Tempe, AZ 85282

Or via email to:

[Info@childsplayaz.org](mailto:Info@childsplayaz.org)

PUT "Academy Manager Position" in the subject line. Cover letter and supporting materials must be attachments not exceeding 1 MB in size total. All emails with attachments exceeding this combined size limit will be deleted without review. No phone calls please.

Childsplay is an equal opportunity employer and we value the diversity of our ensemble along with the community we serve. Due to our work in the schools and with young people, all serious candidates must submit to finger printing and a background criminal check.

Deadline for submission is November 20 2013.