

The logo for Childsplay Theatre Academy features the word "CHILDSPRAY" in a playful, multi-colored font where each letter is composed of overlapping geometric shapes in various colors like red, yellow, green, blue, and purple. Below this, the words "THEATRE ACADEMY" are written in a bold, red, sans-serif font.

CHILDSPRAY THEATRE ACADEMY

Position Title: Summer Academy Associate

Position Description:

- A seasonal part-time Academy Associate works closely with Academy Manager in the administration of the 2018 Childsplay Summer Theatre Academy programs. This will include customer service, scheduling, database management, staffing, and marketing support. Academy Associate will directly supervise student interns. While Academy Associate will participate in some of the educational elements of the summer courses, this position is ideal for those with an interest in arts administration or marketing.

Summer Academy Associate responsibilities include:

- Preparing student rosters for summer classes
- Communicating with parents about summer programming
- Responding to patron questions and concerns
- Assisting with creation of weekly marketing e-blasts
- Updating program social media with regular posts and announcements
- Supervising student interns including generating their schedules and conducting weekly meetings
- Distributing weekly surveys to patrons and organizing response data
- Preparing materials for the classes including sign in folders and art supplies
- Supervise students during academy hours, including afternoon extended care
- Assisting in classrooms when needed.
- Other duties as assigned

Time Commitment:

- This is a part-time position not to exceed 25 hours a week beginning May 21st and continuing through August 4th.
- We have no classes July 2-6th and associate is not guaranteed hours that week (although some work may be available).

- Preferred hours for this position are Monday 8am-1pm, & Tuesday- Friday 1pm-6pm; with some flexibility possible.

Qualifications:

- Administrative and customer service experience valued highly.
- Experience working with young people.

Compensation: \$12 an hour

Benefits:

- Training and Support: Associate will participate in some theatre education training, and receive first-aid/CPR certification.
- Childsplay will pay for the cost of obtaining an Arizona Fingerprint Clearance Card.
- Possibly eligible for internship requirements. Please check with your University to determine whether credit is available for this opportunity. Previous Summer Associates have used this position to meet intern or practicum requirements for undergraduate and graduate programs.