



Childsplay, Arizona's professional theatre for young audiences, seeks a proactive, creative, and motivated **Education Program Manager**, to coordinate teacher professional development programs and in-classroom drama experiences.

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.

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.

About Childsplay Education Programs:

Childsplay Education programs include in-school arts residencies, after-school programs, community partnerships, and theatre workshops in conjunction with Childsplay performances. Additionally, Childsplay's Professional Development Programs equip educators with the resources and mentorship to integrate drama into PreK- 8th grade classrooms.

Please visit our website at www.childsplayaz.org for additional information about the company, our education programs, and work in the community.

Education Program Manager Job Summary

The Education Program Manager coordinates and implements professional development programs throughout the valley, manages in-school arts education programs, supervises teaching artists and collaborates on program development. They provide logistical and programmatic support for these programs, and often the Education Program Manager is first point of contact for educators and community partners interested in drama programs- accordingly we seek an enthusiastic and motivated representative of our programs.

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, varied 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 is part of the Education team, supervised by the Director of Education and School Programs; and works closely with the Marketing and Development teams to ensure that schools have the best possible art education experience.

Education Program Manager is Responsible For:

- Collaborating with education staff and community partners in coordination of professional development programs for educators
- Stewarding relationships with teachers, administrators and other school staff
- Providing teaching artists with logistical and content support
- Generating invoices, payroll and monitoring program budgets
- Assisting with data collection and tracking for institutional and research applications
- Facilitating workshops, conference presentations, and teacher trainings
- Marketing, booking, and scheduling Education programs
- Crafting support materials and curriculum for workshops
- Advancing the development of inclusive programs and administrative practices in realizing an equitable education department

Required Skills and Qualifications:

- Passion for education, theatre, and Childsplay's mission
- Time Management skills with ability to manage multiple priorities and deadlines concurrently
- Commitment to establishing learning spaces that center equity and inclusion.
- Comfortable engaging with program stakeholders employing various methods, including telephone, e-mail, texting, meetings (on-line or in-person), and conferences.
- Familiar with arts education and arts integration
- An understanding of schools, teachers, and the current Arizona education landscape
- Strong written and verbal communication skills
- Proficiency with Microsoft Office applications and comfort learning r web browser-based applications (Formstack, SurveyMonkey, etc.) and other technology systems
- Three or more years of experience and/or training as a teaching artist OR a degree in a related discipline (e.g., theatre, education, non-profit management, project management) OR an equivalent combination of education and experience
- Experience with the arts (particularly the performing arts) either in professional, educational or community contexts
- Ability to attend off-site meetings at schools and other venues in the Phoenix area, through independent transportation.
- Current Arizona Fingerprint Clearance Card (or ability to obtain credential before beginning work) A valid photo ID and fingerprint clearance card are required

Additional Valued Skills and Qualifications:

- Specialty or interest in early childhood education
- Experience in the field of professional development
- Knowledge of the state and national educational standards (prek-8 and the arts)
- Lesson Planning and Curriculum design skills
- Fluency in Spanish (speaking and writing)

You are a great fit if:

- You are a creative and organized.
- You're self-motivated. When given an idea or a framework you are comfortable taking ownership.
- You can manage multiple projects consecutively
- You are comfortable speaking with educators, young people, and administrators

- You experience true joy in creating drama with young people
- You are comfortable working both with young people and adults in learning environments
- You are a good listener and observer
- You enjoy the iterative process of creation, reflection, revision, revision, revision
- You thrive in collaborative environments
- You can find fulfillment in the small parts and the big projects of your job
- You're always learning.

Salary and Hours:

This is a full-time non-exempt position of 35 hours per week. Salary is \$38,500 annually. DOE is consistent with the salaries of a mid-sized arts organization with a \$3 million annual budget and includes a benefits package (insurance, paid leave, paid holidays). Childsplay has a casual office environment and dress code. The company offers multiple ongoing meaningful opportunities for professional development and learning for all employees. The position generally works 9 am to 5 pm, Monday through Friday, and some evenings and weekends are required. Job is in-person with some remote working possible.

Employment Requirements:

Due to our work in the schools and with young people, all serious candidates must submit to fingerprinting and a background criminal check. To support the health and safety of ensemble members and young people we serve, Childsplay has mandatory COVID-19 vaccination and mask-wearing policy for all employees.

How to Apply:

Applicants should submit a short statement or cover letter stating why you think you are the best fit for this position, along with a resume and two or three professional references. **Applications will be accepted until the position is filled with the first review on November 5th, 2021.**

Please e-mail submissions with subject line: Application- Education Programs Manager to Katie Brantley, Director of Education and School Programs at CPEducation@childsplayaz.org.

No phone calls please, we will contact candidates whose skill sets and experience meet the requirements for the position. Please visit our website at www.childsplayaz.org for additional company information.
