



**YouthEnsembleTheatreInc.**

## **YETi Program Manager**

### **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 ignite imagination, wonder, and joy by creating strikingly original theatre and learning experiences that inspire young minds to explore and soar.

### **About Childsplay Academy & YETi:**

Harnessing the transformative power of theatre, Childsplay Academy creates education programs that center young people in the process of artistic discovery and courageous empathy. With classes for ages 4-18, programs focus on cultivating student's love for the performing arts, igniting their collaborative creativity, and developing life skills to improve our world. YETi or Youth Ensemble Theatre Inc. is a theatre production ensemble created to give high school students ages 14+ the opportunity to take part in the full frontier of theatre. Founded in January of 2015, YETi members manage everything from production and marketing, to fundraising and outreach. With the assistance of the resident Childsplay staff, these teens organize and execute all of the tasks of a professional theatre.

## **Job Details**

### **Duration:**

This is an ongoing part time position that pays \$16 an hour from anywhere from 3 – 10 hours a week. The YETi Program Manager will have a required 3 hours of commitment each week for the YETi ensemble meeting on Saturdays from 10 AM – 12 PM (plus an hour of planning). This position will have an additional 5 hours a week that can be flexed or stacked up to be used as best seen fit, often occurring in the evenings. Additional hours may be approved upon request for special projects.

### **Job Summary:**

The YETi Program Manager is the primary coordinator for YETi, our teen-ran youth theatre. This person leads the teen ensemble in running their own company by guiding them through discussions, providing advice and mentorship about the business and logistics of running a theatre.

### **The YETi Program Manager is Responsible For:**

1. Leading teen ensemble members in weekly planning meetings
2. Mentoring the teen ensemble in the business of Theatre
3. Recruiting participants
4. Assigning administrative tasks to the teen ensemble
5. Assisting in interviewing and hiring production staff
6. Leading the teen ensemble through the Season Selection Process
7. Assisting with fundraising and event planning & set up
8. Administrative tasks related to helping the ensemble achieve their goals, that include but are not limited to: managing the YETi email mailbox, responding and communicating with Caregivers, Students and Staff, submitting weekly agendas for planning meetings, and following up with partnering organization.

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9. Making community connections and providing opportunities for the ensemble
10. Collaborating and coordinating with the Academy Manager, Academy Associate, and the YETi Production Stage Manager

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

- Commitment to establishing spaces that center equity and inclusion. Particular focus on diverse and inclusive works and practices that center underrepresented communities.
- Leadership skills; Willing to organize humans, create schedules, and manage communications
- Interest in working with teens and young people
- Experience in the performing arts (professional, education, or vocationally)
- Current Arizona Fingerprint Clearance Card (or ability to obtain credential before beginning work)
- Solo facilitation and supervision

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

- Familiarity with Microsoft 365, Slack, Formstack, Square, Patron Manager and Apple Products (or the ability to learn)
- Professional theatre experience and/or advanced training in theatre or education
- Social Media & Content Creation
- Tech knowledge
- Leading a script devising process
- Innovative and interested in improving processes
- Producing shows with limited resources

The YETi Program Manager may have opportunities to also work with Teen Interns for our Academy classes. They may also have the opportunity to work full time over Summer as the Teen Internship Coordinator.

### **Salary**

- \$16 an hour for 3-8 hours a week (More hours will be needed for special events and things like tech week)

### **How to Apply:**

Candidates submit via email:

1. Subject Line: YETi Program Manager Job Interest
2. A short statement telling us why you enjoy working with young people. Submissions may include a written statement, voice memo, video, or another format to communicate your interest in teaching.
3. A resume highlighting any relevant theatre, teaching, or work experience

Please e-mail: Academy Manager, Brianna Fallon [bfallon@childisplayaz.org](mailto:bfallon@childisplayaz.org)

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