



## School Engagement Coordinator

Childsplay seeks a proactive, creative individual to join our Education Team. This full time position will manage Childsplay's School Engagement programs and act as the front of house representative at all Field Trip performances. The School Engagement Coordinator is the first point of contact for many teachers to engage with Childsplay across its wide range of education programs. Part front of house and part educational concierge, the School Engagement Coordinator develops relationships, creates programming, and uses research to work towards the goal of deepening teacher and school engagement with Childsplay. This position builds and manages the school engagement volunteer team, working with community members to make the field trip theatre experience welcoming and organized. This position also manages and develops our school engagement programs, creating innovative ways to deepen a teacher's engagement with Childsplay, and leading research efforts so that Childsplay better understands our school and teacher community and their needs. The ideal School Engagement Coordinator is a vibrant, creative, and energetic addition to the Schools team.

### School Engagement Coordinator Responsibilities

- Develop, Manage, and Implement school engagement programs
- Assist in the development of materials, lesson plans, and outlets for teachers and schools to engage with Childsplay
- Build and Manage the Childsplay Field Trip Volunteer Team
- Be Childsplay's front of house representative at the theatre during Field Trip Shows
- Sustain relationships with districts/schools/teachers
- Develop & implement research plans for school experiences
- Maintain a working knowledge of AZCCRS and develop strategies for how to talk with teachers about their application with theatre and performance experiences
- Work with School, Development, Production, & Marketing Teams
- Understand and research current AZ education environment

### Qualifications

The ideal candidate will possess

- A passion for education, theatre, and Childsplay's mission as well as a healthy sense of humor
- An understanding of schools, teachers, and the current Arizona education landscape
- Lesson planning experience
- Experience in the field of professional development preferred
- Ability to see a project through from start to finish
- BA degree in a related discipline i.e. theatre, education, non-profit management or equivalent
- OR equivalent combination of education and experience
- A car and be willing to travel to schools around the Phoenix area
- A valid driver's license and fingerprint clearance card are required

### You'll Be A Great Fit if:

- You multi-task with flair!
- You are comfortable speaking in public and mingling with teachers and children
- You stay cool under pressure

- Walking into a room (or onto a bus) full of young people lights up your day
- You have equal comfort and skill working both with young people and with adults in a learning environment
- You can read a room
- You're self-motivated. When given an idea or a framework you are comfortable taking ownership.
- If you thrive in collaborative environments
- You can find fulfillment in the small parts and the big projects of your job
- You're always learning. 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.

This is a full-time non-exempt position of 35 hours per week. Salary is \$28,500/annually including benefits. Childsplay has a casual office environment and dress code, and unlimited opportunities to develop creative and ground breaking arts education strategies.

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 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.

Applicants are expected to submit a cover letter detailing why you think you're the best fit with Childsplay and this position along with a resume and two or three professional references. **Applications will be accepted until July 27, 2016.**

Please send email submissions with the subject line: *School Engagement Coordinator Application* to Korbi Adams at [kadams@childsplayaz.org](mailto:kadams@childsplayaz.org)

Materials can be mailed to:  
Korbi Adams, Director of Education and School Programs  
Childsplay, Inc.  
Campus for Imagination and Wonder  
900 S. Mitchell Dr.  
Tempe, AZ 85281

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.

Childsplay, Inc. is an equal opportunity employer committed to nondiscrimination practices in hiring. We encourage candidates from a diversity of races, ethnicities, genders, sexual orientations and religious affiliations to apply.