

# **DIRECTOR OF SUPERIOR ARTS YOUTH THEATER**

## **Job Duties and Responsibilities**

### **Production Management/Directing/Education**

- Work with the SAY Theater Board of Directors to select and secure rights for all SAY Theater mainstage productions and set a yearly schedule of all events.
- Produce all SAY Theater productions, including directing production staff, schedule and supervising auditions and rehearsals, coordinating parents/community volunteers and management of production budgets.
- Direct at least two mainstage productions.
- Communicate with youth, parents, board of directors, media, donors, partners, and community members.
- Scheduling of activities and facilities.
- Schedule and administer a full program of summer camps.
- Oversee the scheduling and hiring of teachers, enrollment of students and teacher payroll for all workshops, summer camps and artist in residency programs.
- Work with community organizations to provide educational opportunities for area youth (e.g. Haunted Hayrides, Blueberry Festival Talent Show, etc.)

### **Marketing/Advertising**

- Develop and maintain relationships with area schools, businesses and other community organizations.
- Work with part time staff to ensure effective publicity strategies and advertising of all SAY Theater educational programs, productions and fundraising events.
- Work with part time staff to maintain a vibrant social media presence (e.g. Facebook, Twitter, Instagram, YouTube) and community presence.
- Ensure that the SAY website is regularly updated and maintained.
- Substantial writing inclusive of press releases, marketing materials, online, and social media content.

### **Administrative**

- Work with the Board of Directors on organization governance, financial management and set the direction of the organization.
- Adhere to production and education budgets in coordination with the SAY Theater Board of Directors and Treasurer.
- Collect registration fees, donations, fundraising events, camp registrations and manage all deposits.
- Attend monthly SAY Theater Board of Directors meetings.
- Maintain production meetings and volunteer meetings for all productions and special events.
- Maintain all safety and security policies.
- Plan and schedule all event and rehearsal spaces.
- Contract ticketing for all productions and maintain communications.

### **Other**

- Maintain regularly scheduled office hours within a flexible schedule.
- Coordinate with the SAY Theater Board of Directors to ensure consistency of vision, mission and goals of SAY Theater.
- Research opportunities for grants, new programs and opportunities to engage more area youth in theater programs.
  - Grant writing and reporting.
  - Fundraising events, programs, and campaigns.

**Requirements and Qualifications:**

- Baccalaureate degree. Degrees in theater, theater education, education, and/or performing arts management preferred.
- Experience in youth theater education and directing of youth theater productions.
- Requires executive presence, polished communications and strong decision-making skills.
- Ability to calmly and effectively address changing priorities and multiple demands.
- Great with details and organization (top of mind and written down).
- Good MS Office skills and Social Media skills.
- Must be comfortable interacting with a diverse group of internal and external stakeholders.
- Desire and ability to provide every youth, staff member, donor, board member with a positive experience.
- Desire to work in an energetic and collaborative environment.
- Strong written and communication skills.

**Preferred Skills and Attributes:** excellent communicator; general knowledge of issues related to youth and the arts; strong desire to learn and grow in position; familiarity with local and/or state and national philanthropic communities.