



## Job Posting

The Jewish Community Center has an opening for a part time **Youth Theatre Coordinator** to join our Cultural Arts team. This position is expected to be up to 25 hours per week varying by season and primarily located at our Creve Coeur location; however, candidates should be available to work at our Chesterfield location as necessary.

### Summary:

Our Youth Theatre program is an inclusive educational theatre program for children in grades 2-10. In addition to learning about theatre, we strive to help students build confidence, improve communication and increase skills.

### Responsibilities:

- Hire, train, and supervise all staff for Youth Theatre.
- Review and maintain payroll for all staff.
- Create, implement, and staff Youth Theatre Programs in the Fall and Spring for children k-8<sup>th</sup> grade including room bookings, workshops and classes. Ensure program offerings are current and meet community needs. Entails selecting, ordering and producing plays.
- Schedule and supervise rehearsals and performances negotiating conflicts and any disciplinary issues
- Select scripts for Youth Theatre program and obtain performance rights or supervise the commission of new works.
- Facilitate communication between staff including production meetings, scheduling, deadlines and collaboration issues.
- Coordinate set, sound, and lighting design with New Jewish Theatre Technical Director and Youth Theatre production staff to stay within budget and creatively portray the story using suggestive set pieces and projection techniques. Work with costumer and parents to use stock costumes minimizing new purchases.
- Manage House during performances and organize all aspects of House Management including tickets, playbills, concessions, fundraisers and volunteers.
- Facilitate all necessary communication with parents including registration materials, order forms for playbill advertisement, photos and DVDs, rehearsal information and all other correspondence and performance materials.
- Maintain theatre, program supplies, equipment and spaces.
- Work with Box Office Manager to process all ticket sales including online and at door sales.
- Monitoring and organization of registrations and rosters of Youth Theatre participants
- Together with the Marketing Department, develop marketing strategy and campaign materials for Youth Theatre. This includes articles, brochures, postcards, program guide entries, audience identification, etc. Create and assist in design of printed materials in collaboration with Marketing/RICOH including playbills, posters, brochures and other materials. Perform regular outreach to past participants and utilize cross promotional opportunities as appropriate.

- Monitor revenues and expenditures for Youth Theatre to assure sound fiscal control. Together with supervisor prepare annual budget and participate in regular budget review meetings. Ensure that assigned area is operating within established budget and identify and perform cost control activities.
- Utilize excellent customer service skills, establish and maintain effective working relationships with employees, members, vendors, and the community.
- Perform regular reviews of existing programs, utilizing available Agency feedback tools, and revise or change programs as indicated.
- Hire additional vendors for specific needs (photographer, videographer, florist, etc.)
- Know and understand all safety procedures of the J. Be able to lead the participants in the event of an emergency. Ensure all staff receives appropriate training.
- Attend all training and meetings as required. Attend all rehearsals and performances.
- Other duties as assigned by supervisor.

**Qualifications:**

- Bachelors Degree in arts related field is required.
- 3-5 years experience in arts, theatre, and education is required.
- Strong, multi-disciplinary Artistic and Technical Theatre knowledge is required.
- Candidate must have demonstrated ability to multi-task and perform under changing priorities.
- Excellent written and verbal communication and organizational skills.
- Demonstrated computer skills including Microsoft Office Suite. Must have proven ability to learn new software programs.
- Knowledge of various arts media and techniques is required.
- Must enjoy and work well with children.
- Must be able to effectively communicate and work with children, coworkers, and parents.
- Ability to work a flexible work schedule to include evenings and weekends to meet program requirements.
- Must be able to physically help as needed with set construction, moving props/arts supplies or maintaining backstage space This includes pushing, pulling, and lifting up to 50lbs, use of ladders up to 25 ft tall, able to use basic hand and power tools and ability to bend, stoop, walk around facility.

For more information about the J, please see our website: [www.jccstl.org](http://www.jccstl.org)

To apply for this position, please submit your cover letter, resume, and completed J application to [careers@jccstl.org](mailto:careers@jccstl.org) . Please indicate the title of the position you are applying for in the subject line of your email, "Youth Theatre Coordinator". The J's application is available for printing on the employment section of our website. Note that this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.