

Now Hiring: Teen Programs Manager, Full-Time: Starts January 2023

Starts January 2, 2023. Accepting applications until December 15, 2022

Please send cover letter and resume to dic@oddfellows.org

The Organization:

Oddfellows Playhouse Youth Theater, founded in 1975 and based in Middletown, Connecticut, is committed to youth development and social justice through the performing arts. Through after-school programs, productions, residencies, neighborhood troupes, and community events over 1500 young people are engaged annually in a broad spectrum of arts and community-building activities.

We believe that access to high-quality arts experiences is a fundamental right. Throughout its history, Oddfellows has remained committed to artistic excellence and social change. The Playhouse's mission has three parts: 1) an artistic dimension to provide high-quality theater by and for young people; 2) an educational dimension to promote the growth of young people--in skills, knowledge, and self-confidence--through the performing arts; and 3) a social action dimension to offer opportunities especially to underserved and at-risk youngsters to promote the development of a genuinely multiracial, multicultural society. Individual Playhouse programs must address at least one of these broad goals; Playhouse activities as a whole must address all three.

The Job:

The Manager of Teen Programs and Outreach at Oddfellows Playhouse is responsible for the logistical operations and coordination of all teen-focussed and outreach programs at the Playhouse. The Teen Programs Manager provides direct support to teaching artists both on and off site, coordinates with Program Manager about room usage, directs certain programs and oversees all Playhouse programs serving teenagers or taking place off-site. Although at times it may vary, in general the Teen Programs Manager is in the building from 11am - 7 pm, and sometimes on evenings and weekends when rehearsals, events or performances call for it. The Teen Programs Manager is responsible for general oversight, staffing, marketing, communication and evaluation of the Teen Repertory Company, Circophony Teen Circus, Neighborhood-based Troupes, and off-site residencies and workshops.

The Details:

PROGRAM SUPPORT:

- Provide support to all teaching artists involved in Teen and neighborhood-based programs, both on and off site
- Prepare & maintain teaching artist class folders and class report forms
- Oversee and support mainstage productions and production staff
- Recruit and supervise Teaching Assistants & work-study students for programs
- Coordinate transportation as needed for Troupes and Field Trips
- Follow up on attendance issues
- Maintain communication with Neighborhood Troupes staff, coordinate transportation as needed, and ensure that Troupes programs are supported and functioning effectively
- Coordinate off-site and non-traditional programs, including YMCA Kids Korner, MARC Players, Teaching Artists' Hub, and other residencies and contracted work
- Directing and/or teaching as appropriate and needed, including development of new Teen and Outreach programs in partnership with Executive Artistic Director

OUTREACH AND RECRUITMENT:

- Work with Program Manager and Artistic Director to develop and implement a recruitment strategy for each session
- Along with other staff, implement a unified Marketing strategy for Playhouse programs

- Supervise work study students in distribution of Playhouse literature, brochures and electronic advertising
- Nurture existing relationships with families, leaders, youth etc. and develop new relationships
- Provide information for Playhouse financial aid and work-study policies (coordinate with Managing Director)

CUSTOMER RELATIONS:

- Serve as “Good Will Ambassador” for the Playhouse on site and in the community
- Orient new teens and families to Playhouse and Playhouse policies
- Develop consistent customer service policies and ensure policies are implemented properly

REGISTRATION AND RECORDKEEPING:

- Create and update all class lists for Teen programs and Neighborhood Troupes
- Track all registration and financial aid forms
- Maintain student database and participation records
- Spearhead mailings and other communications to families
- Maintain program statistics
- Distribute and collect student, teacher and parent evaluations

OFFICE SUPPORT:

- Attend weekly staff meetings
- Assist with special projects as needed
- General office support; i.e. answering phones, e-mails, etc.
- Assist with house management and front of house duties as needed

Core Skills and Competencies:

Computer literate (word, excel, office, etc.)

Strong theater background, including directing experience

Open and engaging personality

Detail oriented

Strong written and verbal communication skills

Social Media savvy

Responsible to: Executive Artistic Director and Managing Director

The Teen Programs and Outreach Manager is a new position responsible for overseeing all teen and outreach programming for Oddfellows Playhouse. Programs include Teen Repertory Company, Circophony Teen Circus, Neighborhood-based Troupes, Teaching Artist Hub, and partnerships and contracts with other organizations, including the Connecticut Office of the Arts, the Middletown Arts and Culture Office, the Middletown Public Schools, MARC Community Resources and the YMCA. This position reports directly to the Executive Artistic Director, and works with all staff, contracted artists, interns and volunteers to realize the vision of the organization.

As 1 of 4 full-time positions at the Playhouse, the Teen Programs Manager is central to putting our mission into practice and steering the organization into the future.

The ideal candidate:

- *Has an attention to detail coupled with an ability to see the big picture.
- *Has a strong devotion to positive impact in the community.
- *Understands the process of creating theater and other performance activities with young people.
- *Is completely reliable.
- *Communicates clearly and compassionately with families, students and staff.
- *Understands the unique attributes of teaching performing arts.
- *Finds joy in nurturing an environment that is creative, fun and safe.
- *Has administrative skills and understands current technology like Google Drive etc.
- *Has experience as a teacher and an artistic practice and training in the performing arts.
- *Ideally, has run successful theater education programs and has management experience.
- *Is comfortable maintaining safety protocols and managing young people's behavior.
- *Enjoys working in a fluid, diverse environment.
- *Is imaginative, self-motivated and expressive of your opinions.
- *Has a positive attitude and will represent the organization well.
- *Is committed to social justice and believes that access to high-quality arts experiences and training should be available to everyone.

People of color are encouraged to apply. Spanish a plus.

Oddfellows Playhouse is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Playhouse will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Starting Salary: \$47,000 per year plus some benefits such as Health Reimbursement Account, 401k retirement plan, and flexible scheduling & vacation/personal time.

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