



## **DESCRIPTION**

The White Plains Performing Arts Center is looking for a Theatre Educator to manage our summer youth theatre programs. The Summer Theatre Academy is comprised of two 3-week sessions, one 2-week session and one 1-week session with each session ending in performances. The theater will hire the creative personnel to staff the camps. The Summer Education Director is responsible for all day-to-day organizational and administrative operations for The Summer Theatre Academy.

The Summer Education Director will be able to work from home; coordinating paperwork, answering emails and assisting with any marketing efforts on a flexible schedule once hired (about 3 hours a week, if that) through the start of camp. Then during the nine weeks of summer camp programming (from late June to late August) daily attendance is required when camp is in session. Camps run from 10am-4pm Monday to Friday.

There is no housing or transportation provided so eligible candidates must be local to the NY area.

## **Duties and Responsibilities:**

1. Maintain records and contact information for all camp registrants from registration information made through the AudienceView ticketing system. Most registrations are made online or taken via the box office by theater personnel.
2. Prepare and send out packets of information to registrants prior to each session's start date.
3. Read and respond to daily emails. Interact with Parents etc.
4. Organize the details of the summer programs and provide administrative support to the creatives. Shall organize the day-to-day flow of the program and must be adaptable to last minute changes in the rehearsal process.
5. Must be able to step in and run a rehearsal or organize theatre games, classes etc when needed.

## **Education and Experience Requirements:**

- Bachelor's degree or higher in art, theatre, business and/or a minimum of two years equivalent work experience in youth theatre management.
- Experience in arts/directing environment, professional experience preferred

- Experience working with youth, minimum of 2 years
- Producing and budget management experience
- Project management, analytical and problem-solving skills
- An understanding of the theatre-making process as well as the challenges and demands of a producing theatre.
- Strong verbal and writing skills essential.
- The ability to positively communicate with diverse groups including public education administrators, community art leaders, artists, teachers, parents and children
- Positive, mature and helpful individual who is dependable, punctual, professional in appearance, and has the ability to work cooperatively with the public
- Knowledge of computer software programs (Audience View, all Microsoft Office, Google Apps, web programs and social media) is a plus
- Organized individual who has the ability to articulate and disseminate information accurately
- Evenings and weekends required on performance days.
- Any teaching, experience with educational methods or theatre experience

### **Documents Needed to Apply:**

- Resume
- Cover letter
- Contact Information for 2 Professional References

**Contact:**

**Stephen Ferri**

*Executive Producer*

White Plains Performing Arts Center

[stephen@wppac.com](mailto:stephen@wppac.com)

914 328 1600

[www.wppac.com](http://www.wppac.com)