

Arden Drama School Manager

Job Description

Position Title:	Arden Drama School Manager
Department:	Education
Salary:	\$46,000 - \$50,000 annually
Classification:	Full-Time, Salaried Exempt, (40 hours / week)
Reports to:	Director of Education & Community Outreach

About the Arden

Founded in 1988, Arden Theatre Company is a professional regional theatre offering the highest quality theatrical productions and educational programs to the artists, audiences, and students of Greater Philadelphia.

Mission

Arden Theatre Company is dedicated to bringing to life great stories by great storytellers on the stage, in the classroom, and in the community.

Great stories on the stage: We produce a wide range of stories in a variety of styles: classic and contemporary, intimate and epic, fiction and nonfiction, musical and dramatic. Producing the great playwrights allows us to measure ourselves against the masters of our craft while sharing the voices of new writers gives us the opportunity to shape the future of American theatre. We embrace stories for audiences of all ages and bring the same artistic quality to all our work.

Great stories in the classroom: Kids are celebrated at the Arden. We nurture curiosity, creativity, and confidence through our educational programming. We foster connections between theatre and reading and promote literacy for our young audiences. We reach thousands of students each year, introducing many of our region's kids to theatre for the first time.

Great stories in the community: We believe in the power of stories to bring people together. We work to build a vital community of artists who excel creatively through shared experiences and with whom our audiences identify. The Arden strives to be Philadelphia's hometown theatre; we seek community partnerships and collaborations, make our work affordable and accessible, and train the next generation of theatre leaders, contributing to the region's cultural landscape.

POSITION SUMMARY

Working in close collaboration with the Director of Education & Community Outreach, the Arden Drama School Manager is responsible for preparing, supervising, coordinating, and delivering high quality theatre classes, camps, and other programming within Arden Drama School, as well as supporting other ongoing education initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manage the ongoing goals, administration, and delivery of Arden Drama School and Arden Summer Camp.
2. Work with the Director of Education to hire, train, and oversee all Arden Drama School teaching artists and staff. Plan, lead, and attend all teaching artists orientations, meetings, and professional development workshops.
3. Create, share, communicate, and manage schedules for all Arden Drama School Programming
4. Work with the Director of Education & Community Outreach to determine Arden Drama School programming and offerings each season
5. Work with the Director of Education & Community Outreach and teaching artists to build and/or support the creation of curriculum for Arden Drama School programming.
6. Work with the Director of Education to oversee and create Arden Drama School accessibility initiatives, including social narratives, accessible teaching practices, and accessibility tools.
7. Responsible for the creation, distribution, and collection of evaluation forms, surveys, and assessments for all Arden Drama School. Compile and report information and data.
8. Responsible for communications and fostering relationships with parents/caregivers, students, and other Arden Drama School community members. This includes but is not limited to: handling parent questions/concerns, addressing student behavior challenges, serving as the primary contact, and distributing all necessary materials and information to parents/caregivers
9. Work with Director of Education to manage applications, communications, fulfillment, and tracking of all scholarships
10. Teach workshops, classes, and camps for Arden Drama School and Arden Summer Camp.
11. Teach workshops and lessons for Arden for All.
12. Work with the Marketing department and Director of Education on achieving Arden Drama School income goals, developing and implementing marketing strategies to increase Arden Drama School enrollment and engagement including but not limited to social media, print materials, and email communications.
13. Assign and supervise projects for interns, volunteers, and apprentices as needed
14. Submit weekly apprentice and intern requests for the Education Department
15. Other duties as assigned

COMPETENCIES

- Outstanding oral and written communication skills
- Be a collaborative relationship-builder and a passionate advocate for theatre, youth, and education.
- Ability to work with minimal supervision
- Attention to detail
- Excellent communication, interpersonal, and organizational skills
- Have demonstrated an ongoing commitment to equity, diversity, inclusion, and accessibility in their past work.
- Driver's License preferred
- Sense of humor and adaptability
- Ability to work a flexible schedule, occasional nights and weekends required
- Ability to handle multiple projects in a fast-paced and collaborative environment

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Theatre, Education, or Related Field or equivalent professional experience
- Experience as a teaching artist in educational settings
- Experience and/or interest in arts administration
- Experience using PC based Microsoft Office Programs (Word, Excel, PowerPoint)
- If hired, candidate must obtain and submit childcare clearances

WORK ENVIRONMENT

- This position usually operates in an office environment or classroom/workshop setting
- The incumbent in this position will routinely use computers, photocopiers, filing cabinets, and other standard office equipment.

PHYSICAL DEMANDS

- Must be able to lift and carry or otherwise move 30 pounds regularly/occasionally.
- Must be able to ascend and descend stairs regularly.
- Must be able to work while standing or sitting at a desk for extended periods.
- Must be able to communicate with staff, students, parents, and patrons via verbal and written communication

HOW TO APPLY

Send cover letter, contact information for two professional references, and resume to humanresources@ardentheatre.org. Please reference "Arden Drama School Manager" in your subject line.

No phone calls please.

APPLICATION DEADLINE: March 28th

Arden Theatre Company has instituted a mandatory COVID-19 vaccination policy for all employees; the successful candidate must provide proof of vaccination prior to beginning work and must agree to adhere to all Arden Theatre Company's safety protocols.

Arden Theatre Company is an Equal Opportunity Employer committed to providing an environment of mutual respect. Equal employment opportunities are available to all applicants without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, gender expression, veteran status, and any other characteristic protected by applicable law. Applicants from historically underrepresented groups in the theatre industry are strongly encouraged to apply.