Job Posting

Job Title: Drama School Manager
Reports To: Director of Education
Department: Education
Location: On-Site
Position Type: Full-Time, Exempt, Variable Hours Including Evenings and Weekends
Compensation: $49,000-$52,000 annually
Anticipated Start Date: December 2026

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. Each year, we produce the Mainstage season and Arden Children's Theatre, the city's first resident children's theatre. From our productions that reach over 100,000 audience members each year to our educational outreach programs that inspire and empower 6,000 students in schools across our region, the Arden stands out as a haven for shared stories and a vital incubator to create new work.

The Arden has been an important force behind the vitality of the Old City neighborhood and in the Philadelphia cultural landscape. The Arden produces seven Mainstage and two Arden Children's Theatre productions, resulting in more than 425 performances seen by more than 100,000 people annually.

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:

Reporting to the Director of Education, the Arden Drama School Manager is responsible for supervising, coordinating, and delivering high-quality theatre classes, camps, and other programming within Arden Drama School, as well as supporting other ongoing education initiatives, in collaboration with the Education Outreach Manager and the Education Associate.

Key Responsibilities:

Arden Drama School Curriculum

- Manage the program goals, administration, and delivery of Arden Drama School and Arden Summer Camp.
- Work with the Director of Education to determine Arden Drama School and Arden Summer Camp program design, class offerings, and build and/or support the creation of curriculum.

Oversee Arden Drama School Staff

- 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.

Arden Drama School Administration

- Create, share, communicate, and manage schedules for all Arden Drama School programs.
- 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.
- Distribute and collect evaluation forms, surveys, and assessments for all Arden Drama School programming.
- Communicate and foster relationships with parents/caregivers, students, and other Arden Drama School and Summer Camp 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
- Work with Director of Education to manage applications, communications, fulfillment, and tracking of all scholarships.

Other Responsibilities

- Teach workshops, classes, and camps for Arden Drama School, Arden Summer Camp, and Teen Arden.
- Work with the Director of Education to oversee and create Arden Drama School accessibility initiatives, including social narratives, accessible teaching practices, and accessibility tools.
- Teach workshops and lessons for Arden for All.
- Assign and supervise projects for interns, volunteers, and apprentices as needed.
- Submit weekly apprentice and intern requests for the Education Department.
- Other duties as assigned.

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Qualifications:

- 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 as a collaborative relationship-builder and a passionate advocate for theatre, youth, and education.
- Ongoing commitment to equity, diversity, inclusion, and accessibility in their past work.
- Driver's License preferred.
- Willingness and ability to work flexible hours/days reflective of the dynamic schedule of a theatre, which includes evenings and weekends.
- Initiative, creativity, and a collaborative spirit. Must have the ability to work within a fast paced, dedicated management team—rolling up your sleeves must be a favored tactic.
- A passion for theatre and in the Philadelphia cultural community with a genuine interest in becoming a driver of the Arden's mission and vision.
- If hired, candidate must obtain and submit the following childcare clearances: Pennsylvania Criminal Record Check, FBI Background Check, Pennsylvania Child Abuse Clearance, and Mandated Reporter Training, Act 168 Sexual Misconduct/Abuse Disclosure Release Form.

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Skills:

- Strong teaching and classroom management skills, including: ability to design and deliver age-appropriate, skill-building theatre instruction; ability to collaborate with teaching teams and program supervisors; ability to engage young people through active, arts-based learning.
- Excellent verbal and written communication skills, with demonstrated success in motivating, directing, and managing staff, as well as experience in managing up: creative judgment, excellent problem-solving skills, and a detail-oriented mindset.
- Demonstrated ability to work productively and communicate effectively with others- both within the organization and with external stakeholders and supporters.
- Strong problem-solving skills: ability to think quickly, critically and strategically.
- Ability to work independently with minimal supervision while effectively prioritizing responsibilities.
- Strong results-oriented mindset with a focus on achieving goals and driving outcomes.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint); Experience working with constituent relationship management (CRM) databases, email marketing platforms, Canva, and other communication tools is preferred.

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Physical Requirements:

- Must be able to lift and carry or otherwise move 25 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 stand, move, and actively engage with students for extended periods.
- Must be able to use and manipulate keys, hand tools, and other equipment.

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Benefits:

- Arden Theatre Company provides Medical and Disability Insurance, Flexible Savings Plan, 403(b) Defined Contribution Plan, and paid vacation, personal, and holiday leave.

Application Process:
Applicants should submit a cover letter, resume, and three professional references to:
humanresources@ardentheatre.org

Please include “Drama School Manager” in the subject line of your email

Application Closing Date: November 16th, 2026

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.