

## POSITION DESCRIPTION

**Job Title:** Education & Program Manager

**Reports to:** Chief Executive Officer

**Weekly Hours:** 35-hours

**Hourly Rate:** \$20.00-\$22.00



## ORGANIZATIONAL DESCRIPTION

Las Casas begins and ends with the theatres. Originally established to save the Majestic Theatre from demolition, Las Casas restored the Majestic and then the Charline McCombs Empire Theatres and has maintained its position as stewards of the theatres ever since. Las Casas also seeks to ensure a future filled with the arts and works to ensure our two theatres always have performers on the stage and patrons in the seats. With that in mind, Las Casas offers arts education experiences to young theatre artists. Through the Performing Arts Scholarship Program, Las Casas has awarded over \$1.3 million in scholarships to Texas students to help them pursue higher education. Las Casas Foundation has supported 550 students since the program's inception in 2009.

## POSITION SUMMARY

Las Casas Foundation is seeking to fill a 9-month Education and Program Manager contract position to guide and implement the 2022-23 Joci Scholarship Awards Program. This contract position will be responsible for planning and executing all components of the program, from student recruitment and selection to the culminating event, the Joci Awards show in May 2023. This position is responsible for ensuring that the Joci Awards program, a regional awards program of the National High School Musical Theatre Awards (NHSMTA), remains in compliance with all rules and regulations and will serve as the chaperone for the two students selected to attend the national program in NYC in June 2023. Additionally, this position will work with Board and staff to evaluate and execute other arts education opportunities as they arise from October 2022 – June 2023.

## RESPONSIBILITIES

### Student Recruitment & Selection

- Promote, lead, and conduct all student outreach efforts by connecting with local and regional school administrators and high school music and theater arts teachers
- Track program demographics as applications are received and prepare regular program reports
- Review applicants' performance selections and communicate with students to ensure compliance
- Plan and execute preliminary auditions including recruiting judges and accompanists, coordinating volunteers, creating audition schedules, collecting video auditions, and maintaining scoresheets and headshots

### National High School Musical Theatre Awards Adjudication

- Maintain a calendar for high school theatre performances
- Coordinate with teachers and manage the adjudication process, including ensuring eligible students apply
- Track adjudicator scoresheets and student appeals
- Attend all NHSMTA townhalls and file all required paperwork
- Chaperone the two students selected to attend the National awards program in New York

### Behind The Scenes Programming

- Identify educational opportunities in conjunction with ATG theatre staff
- Plan, coordinate, and execute 2-3 education experiences with Broadway touring productions

## Joci Awards

- Plan, coordinate, and execute all aspects of the Joci Awards program and corresponding education events
- Serve as the main point of contact for student participants and their families
- Coordinate playbill ad sales and coordinate the design of the playbill
- Recruit Joci Awards volunteers to support Awards event logistics
- Arrange travel and accommodations for celebrity judges and out-of-town student participants
- Plan post-show cast party for performers, families, Board members, and sponsors
- Coordinate the purchase and preparation of awards, swag, and thank you gifts for participants and judges

## **Qualifications & Core Competencies**

- Education and/or work experience with youth, arts education, and theatrical productions
- Some knowledge of San Antonio high schools and San Antonio theatre community a plus
- Ability to forge new relationships and steward existing partnerships
- Ability to work and communicate with people of all backgrounds
- Performs tasks with initiative and leadership
- Extraordinary communication and negotiation skills
- Strategic thinking and creative approaches to problem-solving and planning
- Superior organization skills and an ability to multi-task
- A strong work ethic and professional standards, as well as an outgoing and positive personality; A sense of humor and perspective
- Proficiency in Microsoft Office; Canva and/or Adobe experience a plus

## **Mental and Physical Requirements**

Position requires the ability to work under pressure and maintain a positive and professional manner while providing excellent customer service. The person must be able to lift up to 50 pounds, bend, kneel, and squat with or without reasonable accommodations.

## **Working Conditions**

1. Expected to perform with minimum supervision and act independently
2. Required to work some evenings and weekends

## **Other Duties**

This job description is not designed to be a comprehensive listing of activities, duties or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time.

**How to Apply:** Please send a cover letter explaining why this position is of interest to you and your salary requirements along with your resume to Doren Fein at [Doren@lascasasfoundation.org](mailto:Doren@lascasasfoundation.org). Applications will be reviewed on a rolling basis, with priority given to those applications received by Friday, September 9, 2022.

*Las Casas Foundation is an equal opportunity employer without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical ability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation in accordance with applicable federal, state and local laws.*

*Las Casas Foundation invests in the past, present, and future of the performing arts by preserving historic theatres, cultivating young theatre artists, and supporting theatre programs within the community.*