

Position: Secondary Program Manager
Position Status: Full-time Exempt
Reports to: Education Director

ATMTC celebrates the glorious richness of our world by cultivating Equity, Diversity, and Inclusivity as they inspire the creativity that nurtures great art, artists, and audiences.

ATMTC is the pre-eminent Theatre Academy for youth in the D.C. region with an integrated and nationally renowned professional theatre for family audiences. Established 70 years ago, ATMTC is Washington, D.C.'s longest-running organization for inspiring children to learn and love theatre.

The **Secondary Program Manager (SPM)** leads our teen programs, supporting all students, teaching artists, and families engaged in programs catering to grades 7 and up. The SPM manages the following programs at ATMTC Academy: secondary classes and conservatory courses, pre-professional program, and summer student production. In addition, the Secondary Program Manager supports the Associate Education Director (AED) in teaching in the Summer Musical Theatre Training Program and collaborates with the Education Director (ED) and Academy team on student and teaching artist recruitment, training and evaluation, community engagement events, communications and more. This is a great opportunity for a fun, passionate theatre practitioner with experience developing and facilitating secondary, musical theatre curriculum in community and studio settings.

General schedule is Monday through Friday with hours corresponding to programming and events. Evening and weekend hours are required on occasion. Remote work is coordinated with supervisor approval.

The Secondary Program Manager reports to the Education Director.

Secondary Academy Programs (Conservatory and Pre-Professional)

- Recruit, hire (including contracting), orient, and train new teaching artists in collaboration with AED/ED
- In coordination with AED, ensure all teaching artists acquire and provide to ATMTC all necessary clearances and background checks prior to hiring
- Determine curriculum and benchmarks in collaboration with teaching artists and AED/ED
- Administers program, teaching artist, and student evaluations and assessments
- Holds quarterly teaching artist meetings to provide updates, share professional development opportunities, and exchange feedback
- In collaboration with Academy Team, coordinate, communicate, and present culminating "sharing" weeks at the end of each Academy semester for secondary classes and conservatory as well as pre-professional night of scenes
- Being "on-call" as manager on duty during secondary program hours if/when issues or emergencies arise

- When teaching artists cannot secure a sub, SPM will work to secure a sub, cover the class themselves when appropriate, or make final decisions regarding cancellations/rescheduling
- In coordination with AED, schedule and/or teach private lessons for secondary students
- Be the first point of contact for all SECONDARY PROGRAM students, teaching artist, caregiver issues and then collaborating with AED/ED on solutions

Summer Programs

- Manage off-site, satellite workshops and programs
 - Recruit, hire (including contracting), orient, and train new teaching artists in collaboration with AED/ED
- Reporting to AED who manages Summer Musical Theatre Training Program (SMTTP), provide curriculum, programmatic, and staffing support, which may include:
 - Recruitment of students and teaching artists
 - Assisting with curriculum development, revision, and/or facilitation
 - Teaching section(s) of SMTTP based on SPM's skill set and expertise
 - In coordination with AED, ensure all teaching artists acquire and provide to ATMTC all necessary clearances and background checks prior to hiring
 - In collaboration with Academy team and teaching artists, prepare Academy spaces for SMTTP
 - In coordination with AED/ED, order and organize all SMTC supplies and materials

Secondary Student Productions

- In collaboration with AED who serves as Secondary Student Production Manager, SPM will serve as Director and/or Choreographer for all Secondary-aged student productions (ie. summer student production and culminating pre-professional production)
- In collaboration with AED/ED, select and acquire performance rights for age-appropriate musical
- In collaboration with AED and in coordination with Production staff at the Theatre at Glen Echo, reserve adequate rehearsal and performance time and spaces
- Assist in recruitment and onboarding of artistic and production team in collaboration with AED/ED
- Coordinate participant household and teaching artist seating in coordination with AED
- Coordinate content and draft copy for program and marketing materials in collaboration with AED/ED

Communications

- Handles all direct communication with students, teaching artists, and families for their respective programs (any mass communication to ALL teaching artists, students, and families will come from Associate Education Director or Education Director)

Other

- Collaborate with AED/ED to foster and strengthen community connections (ie. schools, partner organizations, etc.) to recruit secondary students
 - Teach, direct, and/or coordinate new programs serving secondary population which may include new school residencies or Academy programs
- In collaboration with the Academy Team, the SPM assists and supports the following:
 - Development of new programming and revision of existing programs
 - Community Engagement, Development (including Gala), and Marketing events
 - Student and Teaching Artist recruitment
 - Student registration
 - Conservatory and Pre-Professional events and performances
 - Marketing and Social Media for both Theatre and Academy events and performances
 - Documenting all secondary programs via photo, video, etc.
 - Academy and ATMTC social and teambuilding events
 - Student and camp program registration
 - Weekly payroll (focus on secondary programs)

Qualifications

- 2 -3 years of professional teaching artist and program administration experience; camp and community settings are greatly desired
- Experience developing and facilitating curriculum in musical theatre and/or related disciplines (acting, dance, music, voice, etc.)
- Demonstrated understanding and practice of values in justice, equity, diversity, and inclusion
- Demonstrated positive attitude and self-direction with a strong work ethic
- Demonstrated attention to detail
- Demonstrated love of theatre and children
- Excellent writing, organizational, and interpersonal skills
- Proficiency of MS Office Suite software
- Ability to work occasional evenings and weekends;
- Ability to work in a team environment
- Ability to work on a variety of projects simultaneously
- Ability to lift up to 50lbs
- Clearance to work with minor children via Federal and State Background Check

This is a full-time salaried position with salary starting at \$40K with full benefits.

Highlights of our benefits include:

- 100% Individual Health Care Premium
- 100% Individual Dental & Vision

- 403 b Match
- Unlimited Leave

To Apply:

Please submit by any means that you would like (letter, video, video letter, resume, portfolio, etc.) that best represents you and your work. Include and highlight any skills or experiences you think would be most crucial to this position. Feel free to mail, email or drop off your submission.

Dat Ngo, dngo@adventuretheatre-mtc.org

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ATMTC is an EOE.