

Position: Academy Office Manager  
Position Status: Full-time Exempt  
Reports to: Education Director  
Updated: May 13, 2022

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 preeminent 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 **Academy Office Manager (AOM)** is the first point-of-contact for many at the Academy. Serving as the hub for external/internal communication between families, students, teaching artists, and staff – the AOM manages the following operations Adventure Theatre's Academy:

- class and course programming and registration, announcements and correspondence,
- teaching artist payroll and vendor contracts,
- compliance with background checks and clearances, and
- coordination of private lessons.

In addition, the AOM works closely with the Education Director to support student productions, scholarship awards, training and evaluation, and community engagement events. This is a great opportunity for a fun, highly organized and detail-oriented administrator with strong customer service skills and experience with education programs in community, and camp settings.

General work hours are Monday–Friday 9 am–5 pm, with additional evening and weekend work, as required. ATMTC is a hybrid work environment, allowing for a combination of in-office and remote work with approval from the Education Director.

The Associate Office Manager reports to the Education Director.

### **General Academy Operations**

- In collaboration with Academy Team at ATMTC leadership, foster an inviting, inclusive space for work and learning.
- Serve as first point-of-contact for program inquiries from parents/caregivers, prospective and existing students, potential community partners and teaching artists
- Provide timely and comprehensive internal and external communication via email, phone, and social media
- Track and submit payroll for teaching artists and accounts payable for vendors and contractors
- In coordination with Bookkeeper, schedule timely delivery of invoices for partner organizations

- Manage teaching artist records and updating information, background checks/clearances, etc. on a rolling basis
- In collaboration with other staff
  - develop and communicate annual calendar of programs and events
  - facilitate weekly Academy meetings including updating and communication of agenda
  - contract teaching artists and contractors
  - support regular program, student, and teaching artist evaluation via preparation of materials and correspondence
  - Coordinate and/or facilitate focus group feedback sessions with teaching artists, students, partners, community members, and caregivers
- Serves as Academy point person for marketing and development efforts and collaborations

### **Registrar**

- Updating, managing, and processing of class/course registration within Tessitura, including monthly payment plan processing, refunds/exchanges, and other registration issues
- Updating and providing regular registration report
- Processing and distribution of scholarships in coordination with ED
- Schedule and coordinate private lessons, including payment processing, space reservations, and teaching artist assignment
- In coordination with SPM and EPM,(EXPLAIN ACRONYM) reserve spaces and process payments for private lessons

### **Community Engagement**

- Maintain front desk presence 2 - 3x per week during programming hours
- In collaboration with ED, represent ATMTC Academy at community gatherings, symposia, orientations, and town halls

### **Other**

- In collaboration with the Academy Team, the AOM assists and supports the following:
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  - Community Engagement, Development (including Gala), Marketing and all ATMTC events
  - Student and Teaching Artist recruitment
  - All Academy events and performances
  - Marketing and Social Media for both Theatre and Academy events and performances
  - Documenting all programs via photo, video, etc.
  - Academy and ATMTC social and teambuilding events
  - Contribute ideas, feedback, projections, and proposals for annual budgeting and program planning

- Attend ATMTC readings, workshops, and performances regularly
- Assist ED with copywriting and proofing as necessary
- Coordinates supply orders in consultation with Director of Operations

### **Qualifications**

- 1-2 years administrative experience in academic, non-profit, arts, and/or culture organization.
- Customer service and strong interpersonal communication skills.
- Demonstrated commitment to values of anti-oppression, equity, diversity, and inclusion.
- Proficiency in Microsoft Office Suite.
- Proficiency in ticketing and/or donor database software (Tessitura desirable).
- Attention to detail and strong organizational skills.
- Ability to obtain CPR/First Aid license and certification.
- Ability to obtain clearances from Federal and State Background Checks

**This is a full-time salaried position with a minimum 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](mailto:dngo@adventuretheatre-mtc.org)

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**ATMTC is an EOE.**