

# TADA! Youth Theater seeks a Fall Semester Onsite Manager

September 26, 2022 - December 13, 2022

Mondays, 3PM-5:30PM | Wednesdays, 3:30PM-6PM | Saturdays, 9:30AM-4PM

**OUR EDUCATION MISSION:** To provide innovative, engaging, accessible, and high-quality musical theater programming that educates, inspires and empowers students regardless of race, ethnicity, class, gender, sexual orientation, religion, ability, nationality, and immigration status.

**OUR VALUES:**

- Artistic Excellence
- Diversity, Equity, Inclusion, and Justice (DEIJ)
- Nurture Creativity
- Ensemble
- Student Voice
- Culture of Growth
- Innovative & Responsive Programming
- Fun

Please visit our [website](#), for individual descriptions of our values and more information about our Education Department.

**Reports to:** Director of Education and Associate Director of Education

**Dates & Times:**

September 26, 2022 - December 13, 2022

- Mondays, 3PM-5:30PM (2.5 hours)
- Wednesdays, 3:30PM-6PM (2.5 hours)
- Saturdays, 9:30AM-4PM (6.5 hours)

\*See specific dates below based on when Onsite Fall Semester Classes will run

TRAINING/WRAP-UP:	MONDAYS:	WEDNESDAYS:	SATURDAYS:
<ul style="list-style-type: none"> <li>● Monday, September 26 1PM-5PM</li> <li>● Tuesday, December 13 10AM-2PM</li> </ul>	<p>Ages 4-5, 3:30PM-5PM</p> <ul style="list-style-type: none"> <li>● Oct. 3, 17, 24, 31</li> <li>● Nov. 7, 14, 28</li> <li>● Dec. 5, 12</li> </ul> <p>No class:</p> <ul style="list-style-type: none"> <li>● Oct. 10; Nov. 21</li> </ul>	<p>Ages 8-12, 4PM-5:30PM</p> <ul style="list-style-type: none"> <li>● Sept. 28</li> <li>● Oct. 12, 19, 26</li> <li>● Nov. 2, 9, 16, 30</li> <li>● Dec. 7</li> </ul> <p>No class:</p> <ul style="list-style-type: none"> <li>● Oct. 5; Nov. 23</li> </ul>	<p>Ages 4-5: 10AM-11:30AM</p> <p>Ages 6-7: 12N-1:30PM</p> <p>Ages 8-12: 2PM-3:30PM</p> <ul style="list-style-type: none"> <li>● Oct. 1, 8, 15, 22, 29</li> <li>● Nov. 5, 12, 19</li> <li>● Dec. 3</li> </ul> <p>No class:</p> <ul style="list-style-type: none"> <li>● Nov. 26</li> </ul>

### RESPONSIBILITIES & DUTIES:

**Administration:**

- Use slack for check-in, check-out, daily reports, and communication with TADA! team
- Check education email and voicemail at the start and end of each day (Monday, Wednesday, and Saturday only), and respond or forward to the appropriate person
- Send No Class Reminder, Final Sharing, Cancellation Emails, and Thank You and Video Link
  - Note: Student Health Info & Welcome email will be sent prior to your start date
- Maintain and update Attendance/Health Form
- Compile and setup Marketing Material for Final Sharing
- Create Final Sharing videos and YouTube links

**Management:**

- Opening and closing the building, rehearsal studio, and/or theater
- Buzzing/answering doors
- Answer general questions from families, and handle student/family issues, concerns, and comments
- Hanging signs (Class: 1, 2, & Final Sharing)
- Maintain a clean lobby and bathroom

- Face of TADA! (Welcome and assist families with a warm and positive energy)
- Check-in/check-out for classes
- Make copies for Teaching Artists and Education Staff
- Complete Education Onsite Daily Report
- Empty Lobby, Rehearsal room, and Bathroom Trash Daily
- Ensure that all safety procedures/protocol is being implemented onsite
- Assist Teaching Artists with student issues (e.g. body breaks, bathroom breaks, facilitate conversation with students, parents, and TAs, and Ed. staff)
- Act as a liaison for any building issues (e.g. communicate and follow up with our Administrative Manager, problem solve in the moment in an emergency situation, etc.)
- Act as the Ed. Dept. staff member who is CPR/First Aid certified (can be certified after hiring), and is responsible for administering CPR/First related issues/emergencies should they arise
- Ensure expectations laid out in the Staff and Teaching Artist Handbook are being upheld by all Education Department staff members

**Misc:**

- Additional duties as assigned by the Director of Education and Associate Director of Education that support the smooth operation of the department

**Qualifications:**

- Fully vaccinated and comfortable working in-person at TADA! Youth Theater, 15 West 28th Street, NY NY
- Deep appreciation and enthusiasm for the organization's mission, vision, and values
- A minimum of 2 years of experience in arts administration
- Experience as a Teaching Artist or arts educator
- Outstanding interpersonal skills as well as strong verbal and written communication skills
- Customer service oriented and committed to closing loops and getting answers
- Strong listening skills, compassion and intercultural sensitivity towards people of various identity markers and life experiences
- An ability to handle multiple deadlines, manage competing priorities, be proactive, and work effectively with a sense of humor
- An empathetic listener and solution-oriented problem solver
- Willingness to continuously challenge norms and embrace new ideas and ways of working
- Detail oriented and organized
- Proficient in Excel, Word, and Zoom; familiarity with Salesforce a plus
- A commitment and deep interest in diversity, equity and inclusion in all aspects of TADA!'s programming and initiatives

**Rate:** \$18/hr

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**HOW TO APPLY:**

Send the following materials to Katy Knowles, Director of Education at [education@tadatheater.com](mailto:education@tadatheater.com) by **Wednesday, September 7th**

- Resume
- Cover letter OR 2-3 minute video-recorded statement of interest (introducing yourself and sharing your arts education, teaching artist, and musical theater experiences)

**Please not: Selected applicants will be invited to interview on Monday, September 12th and Tuesday, September 13th**

TADA! Youth Theater is committed to building and fostering a diverse and inclusive workforce that is representative of our vastly diverse youth in our Ensemble program and school programs. Priority will be given to candidates who are dedicated to anti-racism and share our mission and vision above. Candidates from underrepresented racial or ethnic groups, people with disabilities, and LGBTQIA+ individuals are encouraged to apply. We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, or veteran status.

**COVID-19 Vaccination required.**