



Program Manager Job Description

JOB TITLE: PROGRAM MANAGER
DEPARTMENT: PROGRAMS / FULL TIME
REPORTS TO: EXECUTIVE DIRECTOR
CLOSING DATE: FEBRUARY 15, 2016
START DATE: MARCH 1, 2016

POSITION:

Program Manager for an arts organization that serves at-risk youth of North Texas by providing quality fine arts education programs, serving 12,000 annually. The Program Manager will coordinate all of the Junior Players after-school programs, advanced workshops, and productions. He/She will aid the Executive Director in the staffing of programs and ensuring that all programs run smoothly and successfully while also working to expand new and existing programs. He/She will also aid the Marketing and Development Director in coordinating marketing strategies for individual programs. The Program Manager will report directly to the Executive Director.

RESPONSIBILITIES, FUNCTIONS, AND DUTIES:

- Coordination of all Junior Players programs including scheduling, staffing, and budgeting
- Coordination of all substitute teacher requests
- Data entry into the organization's multiple databases
- Orderly and proper maintenance of personnel files
- Basic filing requirements
- Assist in the preparation for the Junior Players annual Future Stars Celebration. Also to provide general assistance during the event.
- Assist in the producing aspects of all Junior Players productions

SKILL REQUIREMENTS:

- Proficiency in all Microsoft Office Suite programs, including Word, Excel, PowerPoint, Access, and Publisher
- Strong overall PC skills
- Strong leadership, project management, organizational, and interpersonal skills
- A passion for the arts, building community, and for ensuring the success of our community's youth
- Self-motivated and highly organized
- The ability to work both independently and as part of a team and to work simultaneously on multiple tasks
- Access to a car is essential

EXPERIENCE REQUIREMENTS:

- Two or more years of experience in managing programs for a mid to large size nonprofit is preferred
- Proven track record of success in booking and expanding programs to new locations
- Ability to secure new program contacts with local school districts and cities
- Experience working with or teaching youth directly

EDUCATION REQUIREMENTS:

- High school diploma is required
- Four-year degree is strongly preferred

BENEFITS:

- Salary commensurate with experience
- Reimbursement for all travel expenses related to Junior Players programs
 - Travel expenses related to traveling to and from the office will not be reimbursed
- Reimbursement for all work-related expenses (subject to approval by the Executive Director)
- Exposure to Dallas arts leaders, administrators, and elected officials
- Experience in the inner workings of a large scale nonprofit
- Playing an integral role in transforming the lives of North Texas youth

APPLICATION INFORMATION:

- Interested candidates should submit a cover letter with salary requirement and resume via email to devon@juniorplayers.org. Please use the subject "Program Manager Applicant" when emailing materials.

Junior Players is committed to diversity and does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Junior Players was founded in 1955, and is the oldest non-profit children's theater organization in Dallas. Over its sixty year existence, Junior Players has striven to meet the changing needs of the community. From 1955 to 1989, Junior Players presented traditional children's theater productions performed entirely by children and teenagers. In 1989, the Board of Directors changed the focus of Junior Players activities, deciding that, Junior Players can best serve the youth of Dallas by providing free programming accessible to all the children of North Texas. Junior Players, therefore, exclusively provides free arts education programs in local recreation and cultural centers, housing projects, elementary and middle schools, and through social service agencies serving youth at risk.