



Prescott Circus Theatre
800 Pine Street, #10
Oakland, CA 94607
510-967-0355 (o) | 415-890-4358 (c) | www.prescottcircus.org

Prescott Circus Theatre Summer 2021 Program Manager

Position(s): Summer 2021 Program Manager
Responsible to: Executive/Artistic Director (ED/AD)
Term: April 15 - July 30. 2-10 hrs/week in April - May and increases to 30-40 hrs/week in June.
Compensation: \$25 - \$28/hr. \$7,500 – \$9,000 /total contract – DOE and availability in April - May
Job Type: Non-exempt, at will, seasonal, part time, hourly employee
In-person / online: 75- 100% of this job involves in-person hours.

Prescott Circus Theatre (PCT) seeks a Summer Program Manager to join our 2021 Circus and Academic Program that will serve 24-30 youth ages 7 – 17 at one or more in-person and online program sites from June - July. The program manager's job is to provide leadership and co-facilitation in the development and delivery of PCT's summer program activities. These activities include our core, 6-week circus and academic program, related training for older youth, and ongoing workshops and performances throughout the community. The program manager will work with PCT's leadership, teaching artists, guest artists and an academic teacher to provide a rich curriculum that supports circus arts skill building and advancement of academic skills in the areas of math and literacy. A description of our program and organization is at the bottom of this job description.

Responsibilities

- Support leading teaching artists and the Academic Lead to develop and deliver programming aligned with PCT summer objectives and goals
- Work collaboratively with PCT teaching artists to plan and oversee the day to day activities of the program
- Co-design and facilitate projects that document and demonstrate student learning, skill building, and creative process
- Provide leadership, guidance and support for teaching artists to create and maintain a safe and supportive environment that promotes healthy interaction, skill building, engagement, and leadership
- Represent PCT summer program with current and new partners at community meetings and events
- Identify and facilitate community performance and workshop opportunities in collaboration with the ED/AD for PCT youth apprentices, leadership team, and teaching artists
- Oversee student enrollment, attendance and retention
- Manage and further develop family engagement including verbal and written communications about program activities, achievements, and needs
- Oversee work schedules and time sheets for teaching staff, guest teachers, and apprentices
- Collect and maintain data – intake paperwork, attendance, assessments
- Coordinate and facilitate weekly staff meetings
- Assist with documenting the Summer program by providing pictures and videos
- Maintain props and equipment in partnership with Operations and Program Team



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Skills and Abilities

- Demonstrated understanding of the principles of Creative Youth Development and Quality Youth Development Program development
- Ability to lead activities with youth.
- Familiarity with and experience working with OFCY funded projects or comparable environments
- Demonstrated competence in communicating effectively with staff and representatives of other agencies
- Demonstrated successful teaching experience, and successful experience in the development, administration and monitoring of curriculum and youth development programs
- Ability to supervise staff and youth apprentices
- Ability to communicate effectively and in a timely manner with youth and parents around programming and performances
- Demonstrated experience and success working in multicultural settings, culturally responsive management and teaching
- Understanding of child safety best practices and protocols including the responsibilities for mandated reporters
- Proof of eligibility to work in the U.S.
- Familiarity with CITYSPAN is a plus
- Theater and/or dance artistry is highly valued.

Prescott Circus Theatre values a diverse workplace and strongly encourages women, BIPOC, LGBTQ+ individuals, people with disabilities, and members of ethnic minorities to apply. Prescott Circus Theatre is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

How To Apply

Please submit the following:

- Brief, 1-page, cover letter describing your interests and experiences. Please share past experience with youth program management, teaching, and how your skills and experience may support our children and staff.
- Resume
- References

Please email these to dhunt@prescottcircus.org; subject line: Summer Program- Your Name.

Or mail to:

Prescott Circus Theatre
800 Pine St. #10
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Questions? David Hunt: 415-890-4358 or dhunt@prescottcircus.org



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About Prescott Circus Theatre

Through circus and theatre arts education, the Prescott Circus Theatre's mission is to empower and engage youth as they develop confidence, teamwork, perseverance, artistic talent, and a dedication to working for success. By providing professional training, unique curriculum, and a safe environment for under-served youth, our Oakland-based non-profit youth development organization promotes skill mastery, physical activity, positive relationships with peers and adults, and opportunities to shine for the community. www.prescottcircus.org

About Prescott Circus Theatre's Summer Program

Prescott Circus Theatre's summer program consists of Circus Arts, Academic Enrichment, and Leadership Training serving 25 - 30 students ages 8–17 for 6 weeks, M-F, 6 hours a day, plus additional community events. Participants work with professional artists to develop circus skills through culturally-relevant instruction. The program includes an academic component to promote students' math, literacy, and critical thinking skills. The program has historically culminated in a summer performance series that has welcomed as many as 1,000 children and adults. Older youth have also had multiple performing opportunities including those with Circus Bella, a professional circus company.

PCT's management and staff are committed to creating a COVID safe environment for our youth participants and staff during the summer of 2021. Our safety protocols follow CDC guidelines including wearing masks at all times, staying 6 feet apart and the majority of our programs and performances will be taking place outdoors. As we are planning our summer 2021 program, our goal is to have two locations each serving not more than 12-14 students who will stay in the same pod during the 6 weeks of the program. We are also in discussion to offer online summer learning opportunities for students unable to attend in-person programs.