



## Prescott Circus Theatre

800 Pine St. #10 Oakland, California 94607

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### **Program Manager Job Description. August 2023**

Position:	Program Manager
Job Type:	Non-exempt, at will, hourly employee
Compensation:	\$31 per hour. . (\$40,000 - 54,000/year)
Benefits:	Monthly wellness stipend, 2 weeks PTO, 6 paid holidays.
Term:	Year-round. .60 – 1.0 Full time position.
Hiring Timeline:	Hiring immediately. Position open until filled.

#### **DESCRIPTION**

For nearly 40 years, Prescott Circus Theatre (PCT) has empowered and engaged Oakland youth through circus and theater arts while inspiring thousands throughout the Bay Area. PCT is committed to providing safe environments for youth to develop the confidence, skills, and talents, to thrive on stage, in school, and in life. We are seeking a passionate and caring leader in arts education to support and grow alongside our youth, artists, and community.

**The Program Manager** is responsible for facilitating PCT's school and community based programs and community productions. They provide direct support to teaching artists and additional program staff, coordinate with school partners for space and scheduling, and play a leading role in the production of annual shows and events. The Program Manager collaborates daily with the Executive Artistic Director and Performing Company Manager. The ideal candidate will have prior production and/or management experience in arts education and must have a demonstrated commitment to equity and social justice.

#### **RESPONSIBILITIES**

##### **Teaching Artist Development & Support:**

- Serve as the primary support and manager of all teaching artists and program staff
- Ensure open and clear communication between program staff, community partners and PCT leadership
- Work with the Executive Artistic Director (EAD) on the planning and facilitation of professional development opportunities for staff and partners
- Maintain and communicate staff schedules of school and community based programs and coordinate substitutes and guest teachers
- Work with Operations staff to maintain the efficient processing of all program staff's payroll, reimbursement and supply needs including timesheet review.
- With the EAD, participate in the recruitment, hiring and orientation of new staff, apprentices, and volunteers
- Maintain employee documents and records for HR and partnership purposes

**Program Building and Support:**

- Support collaborative relationships with community partners who include schools, after school programs, and organizations
- Support the development and delivery of year-round family engagement events and communications
- Nurture existing relationships with families, leaders, youth etc. and develop new relationships
- Lead outreach and recruitment efforts with the Performing Company Manager for community based programs including Pathways for Older Youth and Summer Circus and Academic Program
- Provide program design recommendations to program team and participate in program planning
- Participate in curriculum planning sessions
- Create, disburse and collect program forms as necessary such as class rosters, permission slips, emergency forms, media waivers, etc.
- Supervise all program staff including teaching artists, volunteers, apprentices, and older youth leaders as needed
- Represent Prescott Circus Theatre at convenings, conferences, with funding partners and at public events as requested
- Schedule and facilitate pre-residency meetings before the start of all residencies and check-in regularly with community partners to ensure continuity of program goals

**Program Reporting, Evaluation and Documentation:**

- Maintain student registration, database and participation records
- Spearhead year round communications with families
- Maintain program statistics
- Distribute and collect student, teacher, partner and family surveys
- Support the documentation of School & Community programs through photos and video
- Assist EAD with tracking and timely completion of government grants data (OFCY)

**Events Production:**

- Plan and coordinate school based performances with resident teaching artists and school partners
- Serve a leadership role for the teaching artists, staff, and family production aspects of the annual Spring Showcase and Summer Performance Series including communications, food, transportation, and scheduling.
- Assist EAD, Board of Directors, and Event Committee on annual fundraising events.

**Special Projects:**

Manage special projects and/or program initiatives as they may arise such as research projects, presentations for the board or conferences, and community meetings.

## QUALIFICATIONS

- Demonstrated commitment to social justice, youth development and a strong commitment to social change through the arts
- One year of prior management experience in a comparable environment
- Experience in youth development and facilitating engagement for young people ages 3-18
- Detailed oriented
- Demonstrated ability to oversee, support and implement multiple activities and delegate projects
- Excellent oral and written communication skills with the ability to support and manage people
- Understands the unique attributes of teaching performing arts
- Knowledge of Creative Youth Development principles and CA VAPA standards
- Computer literate (Google Suite, word, excel, office, etc.)

## Qualities of Successful match with Prescott Circus/ for this role (reword)

- Has experience as a teacher and an artistic practice and training in the performing arts
- Is comfortable maintaining safety protocols and managing young people's behavior
- Enjoys working in a fluid, diverse environment
- Understanding of Bay Area arts education "landscape"
- Bilingual Spanish/English

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## HOW TO APPLY

**Please a resume and cover letter, subject line: Program Manager, your name**

**to:** [dhunt@prescottcircus.org](mailto:dhunt@prescottcircus.org) or mail to Prescott Circus Theatre, 800 Pine St. #10, Oakland, CA 94607

**Questions? David Hunt:510-967-4358 or [dhunt@prescottcircus.org](mailto:dhunt@prescottcircus.org)**

## Upon Hire must be able to provide

- Proof of eligibility to work in the U.S.
- Fingerprint clearance
- TB Test clearance and Immunizations
- First Aid and CPR certified (can complete or renew upon hire)

## Equal Opportunity Employer

Prescott Circus Theatre values a diverse workplace and is an equal opportunity employer. We strongly encourage applicants from women, BIPOC, LGBTQ+ individuals, people with disabilities, and members of ethnic minorities to apply. 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. We will consider employment for qualified applicants with arrest and conviction records excluding convictions involving minors.