



Full Time Academy Associate

Childsplay, a professional theatre organization committed to creating engaging theatre experiences for all young people, seeks a proactive individual to join our team as the Academy Associate within the Theatre Academy Program.

About Childsplay:

Founded in 1977, Childsplay is a nationally and internationally respected professional theatre company whose chosen audience is children. Childsplay's mission is to create theatre so strikingly original in form, content, or both that it instills in young people an enduring awe, love, and respect for the medium, thus preserving imagination and wonder, those hallmarks of childhood that are the keys to the future.

About Childsplay Academy:

Harnessing the transformative power of theatre, Childsplay Academy creates education programs that center young people in the process of artistic discovery and courageous empathy. With classes for ages 4-18, programs focus on cultivating student's love for the performing arts, igniting their collaborative creativity, and developing life skills to improve our world.

Job Summary:

The Academy Associate reports directly to the Academy Manager and participates in the administration of over 100 classes annually at Childsplay Theatre Academy. The Academy Associate communicates with caregivers about programs and registrations, maintains organizational materials, contributes content for marketing, assists with implementing classroom procedures and staff protocol, and participates with program research and assessments. The Academy Associate is a critical part of Theatre Academy and Childsplay ensemble as the company builds inclusive education programs and pursues new programming opportunities.

Responsibilities and Duties:

- Communicate with patrons about Academy programs including; responding to questions or concerns, processing registrations, sending invoices, and e-mailing before, after and during programs
- Maintain program calendars and staffing schedules
- Prepare student rosters and emergency information for teaching artists
- Assist with writing creative copy text used in promotional materials
- Distribute program surveys and organize the response data
- Provide content and logistical support for Teaching Artists
- Preserve integrity of data and reporting in Academy database
- Supervise in Academy programs as needed
- Research topic ideas for classes, read and summarize youth theatre scripts, and help identify popular programming ideas
- Participate in development of programming and curriculum arcs.
- Other duties assigned

CHILDSPLAY THEATRE ACADEMY

Required Skills and Qualifications:

- A passion for the performing arts, education, and Childsplay's mission
- Commitment to Equity, Diversity, Inclusion, and Justice.
- Ability to be innovative by finding better procedures and solutions
- Builds and manages relationships with students, parents, and the Childsplay ensemble
- Able to work on tasks independently, complete projects on time, and anticipate Academy needs
- Experience or an education in a related discipline (i.e., theatre, education, arts management, non-profit management, communications)
- Strong writing, verbal communication, and computer skills
- Ability to navigate (Or aptitude to learn) applications like Google Applications (Sheets, Docs, Drive, Classrooms etc), Outlook, Slack, MailChimp, Canva, Campsite, and Excel.
- Attention to detail and ability to prioritize and perform multiple tasks in an efficient manner
- Experience working with young people
- An Arizona Fingerprint Clearance Card or willing to obtain one as a condition for employment
- Must pass a pre-employment criminal background check
- Relevant experience in theatre like previous work experience or a degree in a theatre field
- Availability to work on Saturday. Although some flexibility in work hours may be available.

Salary

- This is a full-time non-exempt position at 35 hours per week. Salary is \$30,000 annually plus benefits. Childsplay has a casual office environment and dress code. The company offers multiple meaningful opportunities for professional development and learning for all employees.

How to Apply:

Candidates submit via e-mail:

1. Subject Line: Academy Associate Position
2. Attach a cover letter explaining why you are interested in the position and why you would be a good fit
3. A resume highlighting any relevant administrative, teaching, or theatre-related work experience.

Please e-mail: Academy Manager, Brianna Fallon bfallon@childsplayaz.org

Applications will be accepted through August 31st or until the position is filled. Interested applicants should apply sooner rather than later. The position will start in August or September.

Childsplay values equity, diversity, and inclusion (EDI) throughout our organization, programs, and audience. We are committed to giving underrepresented artists a safe space to create art and community.

By welcoming people with differences in religion, ethnicity, sexual orientation, class, gender identity, ability, and age we are better able to celebrate that which brings humankind together: Imagination and Wonder