



Childsplay, Arizona's premier theatre for young audiences, seeks an enthusiastic **School Relationship and Booking Coordinator** to facilitate access to transformative theatre experiences for 50,000 students annually, manage bookings for field trips and in-school performances, and nurture lasting partnerships with educators and schools across Arizona.

#### **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 ignite imagination, wonder, and joy by creating strikingly original theatre and learning experiences that inspire young minds to explore and soar.

#### **About Childsplay Field Trips and In-School Performances:**

A core element of Childsplay's education mission is realized through the extensive offering of 250 annual performances for school audiences, reaching over 50,000 students annually. These enriching and educational experiences, specifically tailored for school audiences, include performances on theatre stages and in schools. They represent a pivotal component of the arts experiences for students across Arizona.

Please visit our website at [childsplayaz.org](http://childsplayaz.org) for additional information about the company

#### **School Relationship and Booking Coordinator Job Summary**

As the School Relationship and Booking Coordinator at Childsplay Theatre, you will be a crucial member of the Childsplay ensemble. Working closely with the Childsplay Education team, the Marketing department, and community partners, you will devise and execute marketing plans targeting schools and directly book school groups for field trips and tour performances. As the initial point of contact for many educators, your role is instrumental in representing our engaging and transformative programming. We are looking for a passionate and enthusiastic candidate eager to promote the importance of the theatre for young learners and contribute to our educational mission.

A full-time member of the Education team, the School Relationship and Booking Coordinator, reports directly to the Director of Education and School Programs. You will supervise part-time Field Trip Ambassadors and Booking Associates, coordinating their efforts to maximize impact. Also, you will work closely with the other Education team members, the Marketing Department, and Production staff to ensure schools receive exceptional arts experiences.

#### **The School Relationship and Booking Coordinator is Responsible For:**

- **Booking and Scheduling Performances:** Manage all aspects of securing and organizing school performance programs, including processing ticket orders, sending invoices, and processing payments.
- **Collaborating on Engagement Strategies:** Work closely with the Education team and Marketing to craft and refine strategies that enhance school engagement and deepen program impact.



- **Monitoring and Reporting on Performance Metrics:** Track and report on key indicators including revenue, number of tickets sold, and performance capacity to ensure both financial and community impact goals are met.
- **Stewarding School Relationships:** Develop and maintain strong relationships with school districts, individual schools, and teachers to support ongoing collaboration and program success.
- **Providing Exemplary Customer Service:** Ensure all teachers and school representatives receive outstanding service during every interaction with Childsplay, enhancing their overall experience and satisfaction.
- **Staying Informed on Educational Trends:** Keep abreast of changes and developments within Arizona's educational landscape to anticipate and react to factors that could affect student attendance and engagement in the arts.

#### Required Skills and Qualifications:

- **Commitment to Childsplay's Mission:** Belief in the importance of arts in education and a dedication to making theatre experiences accessible to Arizona students.
- **Effective Time Management:** Ability to prioritize and manage multiple tasks and deadlines effectively.
- **Strong Communication Skills:** Comfortable making phone calls, reaching out to potential patrons through various means, and addressing customer service issues.
- **Willingness to Learn Technology:** Openness to learning and using web-based technology systems, including Microsoft Office, Patron Manager, Monday, Formstack and SurveyMonkey.
- **Local Availability for Meetings and Performances:** Ability to attend off-site meetings and performances at the Herberger Theater Center and schools in the Phoenix area.
- **Current Arizona Fingerprint Clearance Card** (or ability to obtain credential before beginning work)

#### Additional Valued Skills and Qualifications:

- An understanding of schools, teachers, and the current Arizona education landscape
- Experience in the performing arts (professional, education, or community arts)
- Fluent Spanish speaker (Native or learned as a second language)

#### You'll Be a Great Fit If:

- **You're a Strong Communicator:** Comfortable engaging with both educators and young audiences.
- **You Remain Composed:** You handle pressure with ease and maintain poise in fast-paced situations.
- **You're Passionate About Impact:** Conversations about the transformative power of theatre and education energize you.
- **You Take Initiative:** Self-motivated and capable of driving projects forward using your own insights and the frameworks provided.



- **You Excel in Team Settings:** Thriving in collaborative environments and contributing to team success.
- **You Appreciate All Aspects of Your Role:** Finding value in both the routine and the remarkable parts of your work.
- **You Embrace Continuous Learning:** Eager to grow personally and professionally, always seeking new knowledge and skills.

#### **Salary and Hours:**

This is a full-time position of 35 hours per week. The salary range is \$38,000 to \$41,000 annually and is consistent with the salaries of a mid-sized non-profit arts organization with a \$3 million annual budget and includes a benefits package. Childsplay has a casual office environment and dress code. The company offers ongoing meaningful opportunities for professional development and learning for all employees. This position generally works daytime hours Monday through Friday; however, occasional evening and weekends are required.

#### **How to Apply:**

Applicants are expected to submit a short statement or cover letter explaining why you are a great fit for Childsplay and this position along with a resume and two or three references. **Applications will be accepted until the position is filled with a first review on Monday August 12, 2024.**

Please send email submissions with the subject line: *Application – School Relationship and Booking Coordinator* to Katie Brantley, Director of Education and School Programs at [kbrantley@childsplayaz.org](mailto:kbrantley@childsplayaz.org)

No phone calls please; we will contact candidates whose skill set and experience meets the requirements for the job. Please visit our website at [www.childsplayaz.org](http://www.childsplayaz.org) for additional company information.

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.