



**Near West Theatre
Program Manager
Job Description and Background**

POSITION SUMMARY: Near West Theatre is excited to announce the search for candidates for the newly formed position of Program Manager. The Program Manager will lead and manage NWT's rapidly growing youth and community program services. This position will oversee the creation, implementation and sustainability of new program opportunities for youth participants, with external partners, and in response to community needs and feedback. The Program Manager will recruit NWT artist-teachers and ensure the proper training and skills as representatives of NWT's programs and mission. This position will work closely with our community to expand mission and build authentic relationships for future participation and program design. The Program Manager will implement a consistent process of assessments to ensure program quality, outcomes, reporting and communications. This is a transformative opportunity for NWT and the select candidate as we continue to emphasize racial equity and safe spaces on our journey in becoming a multi-cultural anti-racist organization.

Near West Theatre has a unique identity as an intergenerational community-based theatre where people work side-by-side, onstage and off, producing our annual production season and through participation in mission-centric programs and events. NWT provides high quality, innovative, socially relevant musicals that are inclusive and accessible with our community. NWT is a founding anchor institution of the Gordon Square Arts District serving the Detroit Shoreway, West Side and Northeast Ohio communities in our state-of-the-art 27,000 square foot, ADA accessible facility.

KEY RESPONSIBILITIES:

Program Management:

- Manage and oversee goals, vision, staffing, planning and implementation for all onsite and external programs
- Develop curriculum and act as lead artist-teacher for Rise! afterschool theatre enrichment program held onsite during fall and spring semesters
- Manage school, teacher partnerships, and artist-teachers for in-school time programs offsite
- Cultivate and manage external partners and collaborations in the development of mission-centric short-term performances, programs and events
- Schedule, communicate and manage LGBTQ+ programs and events such as Drag Queen Story Hour and the annual Queer Youth Prom in partnership with the LGBT Center

- Create, manage and adhere to program budgets and capacity, independently and within the context of organization budgets, capacity and goals
- Ensure safe spaces, program outcomes and great experiences for all participants, contractors and staff

New Program Design and Implementation:

- Build relationships with NWT intergenerational alumni community, and with local youth, families, artists and institutions, to identify future program opportunities
- Identify and respond to needs of our community and region through creative program design and execution
- Create program strategies and budgets to ensure high-quality mission-centric service and sustainability
- Work closely with NWT leadership in communicating strategies and goals organizationally and to ensure appropriate support structures and capacity

Recruitment, Training and Communication:

- Develop and execute recruitment, retention and communication strategies for youth participants
- Develop and execute recruitment, retention and communication strategies for NWT artist-teachers
- Manage, update and disseminate program documentation and agreement requirements for participants and artist-teachers
- Ensure background checks and proper training for all NWT artist-teachers including racial equity, trauma informed, and youth development training
- Develop systems to ensure timely and consistent communication with all appropriate NWT departments
- Utilize systems (Constant Contact, website, social media, etc.) and grassroots strategies to effectively communicate services and opportunities with the community
- Communicate and ensure mission and values alignment with contractors and partnerships including NWT racial equity commitments

Assessments, Measurements & Reporting:

- Utilize education standards and best practice in development and dissemination of program participant and staff surveys, assessments and reporting
- Collect, analyze and communicate quantitative and qualitative data with appropriate program partners and NWT staff
- Document programming through testimonials, photography and videography as a form of assessment and for archival purposes
- Align program goals and curriculum to assessment structures including NWT racial equity goals and commitments

Curriculum and Planning:

- Understand and connect education standards to program design and goals including social emotional, drama, and content specific

- Develop and communicate program lesson plans that include activities, goals and intended outcomes
- Create and manage a culture of teaching toward outcomes, transparency and accountability
- Understand and communicate youth development strategies including ages and stages of physical, cognitive and social emotional development
- Embrace artistry and the creation of impactful theatre enrichment programs including intent toward process and final product
- Research and communicate appropriate training and professional development for program staff and contractors

Other Duties

- Attend events and productions, when applicable, as a representative or NWT and to aid in front of house management duties
- Engage in external non-NWT community events and opportunities to build relationships and expand awareness
- Attend and engage in external non-NWT arts & culture meetings and events as a valuable member of the Greater Cleveland arts ecosystem
- Recruit and communicate with program volunteers

MANAGEMENT RESPONSIBILITIES: Oversees artist-teachers, program volunteers and eventual additional program staff

REPORTING RELATIONSHIPS: The Program Manager reports to the Executive Director, and works closely with the Artistic Director.

PREFERRED SKILLS:

- Expertise in youth program design, theatre and/or education
- Excellence in writing, messaging, and communications
- Ability to lesson plan and teach toward outcomes
- Manage people and participants effectively and with respect
- Effective budget creation and management
- Experience formatting graphics and other collateral to help market and promote programs
- Ease in participant-centered communications with the public
- Ability to effectively manage time while balancing a diversity of projects at once
- Strong attention to detail and accuracy
- Proficiency in Constant Contact (or other constituent email system), Microsoft Windows, Microsoft Office Suite, Basecamp (or other task management platform)
- Proficiency in assessment, measurement and documentation systems and software
- Proficiency with various social media platforms
- A commitment to the values and mission of the organization
- A commitment to forwarding organization racial equity goals and commitments

QUALITIES & CHARACTERISTICS:

- Kind, empathetic, and collaborative in maintaining a safe and positive work environment
- A proactive self-starter and creative problem-solver

- Passion to serve others with a priority toward youth
- An appreciation for social justice initiatives
- A desire to make our community and region a better society
- Passion for helping guests, patrons, participants, families, and volunteers
- A willingness to support other staff and pitch in when someone needs help
- Calmness under pressure

PREFERRED EXPERIENCE: Bachelor's Degree and/or 3+ years' experience in Program Management, Education, as a teaching artist or other related fields. Experience with nonprofits, arts and culture institutions, and/or theaters preferred.

JOB CLASSIFICATION: This is a Full-Time, exempt, 40-hour per week position requiring some evenings and weekends. NWT offers a starting annual salary of \$40,000 in addition to medical, dental benefits, and 4% contribution into retirement after one year. 20 days of paid time off annually, in addition to national holidays and organization-wide winter break.

PHYSICAL: Must be able to work in an open office environment. Requires the ability to sit and be stationary for prolonged periods of time, normal or corrected vision and manual dexterity sufficient to perform work on a personal computer and other office equipment such as a copy machine and computer printer. **Candidates must follow our policies and procedures including being fully vaccinated against COVID-19 and completing a background check.**

To Apply: Please apply with cover letter and resume online through our website form. If preferred, applicants may email application directly to: hr@nearwesttheatre.org with the job title listed in the subject line; or mail to: Near West Theatre, ATTN: Human Resources Department, 6702 Detroit Avenue, Cleveland, OH 44102.

Position will remain open until filled. **No phone calls, please.** Near West Theatre is an equal opportunity employer and is strongly committed to creating a diverse and inclusive environment where a variety of backgrounds, cultures, orientations, ideas, and talents can flourish.