

**Position:** Manager of Programs, Performing Arts School

**Reports To:** Director, Performing Arts School

**Job Type:** 30 hours per week

**Pay:** \$45,000

**Program Description:** The Wharton Performing Arts School (PAS) provides music, theater, and drama programs for all ages, from children to adults. We offer private lessons, group classes, summer camps, and a Lifelong Learning series for older adults. The Manager of Programs provides administrative and logistical support for PAS programs including summer camp, and community partnerships. While most hours will occur during the business day, the candidate must be available for occasional evening and weekend work.

**Responsibilities:**

**Program Curriculum:**

- Provide administrative support for the theater program including obtaining licenses, ordering props, and costumes
- Collaborate with PAS Director to adapt scripts and theater curriculum as needed
- Assist the PAS Director with implementing new initiatives across the curriculum.
- Coordinate technical needs and scheduling for all PAS performances with the Operations team

**Summer Camp:**

- Collaborate with PAS Director on Summer Camp curriculum and staffing
- Manage daily camp operations including parent communications and counselors
- Coordinate technology needs and staffing for showcases
- Schedule and manage guest artists for full day camp

**Community Partnerships/Contract Services:**

- Assist PAS Director with growing and managing Community Partnerships and Contract Services
- Coordinate Public Partnership lesson program in conjunction with Student Services
- Oversee and attend community events

**Marketing/Communications:**

- Assemble content for PAS monthly newsletter
- Provide requested content to the Marketing team for social media

**Skills:**

- Bachelor's degree or equivalent experience in music, theater, education and/or arts management
- Strong organizational and administrative skills a must. Ability to meet deadlines
- Strong interpersonal and communication skills, and the ability to work effectively with a wide range of constituencies
- Availability to work some nights and weekends for special events
- Ability to work collaboratively with colleagues and staff to create a team-oriented environment
- Competency in Microsoft Word, Excel, and registration software
- Strong writing skills, ability to draft professional emails, letters, announcements, and flyers

Send cover letter and resume with subject (Manager of Programs, PAS– YOUR NAME) to [jobs@WhartonArts.org](mailto:jobs@WhartonArts.org).