



Job Description

Program Manager

Organization Summary

The Unusual Suspects Theatre Company's mission is to empower youth in underserved and at-risk environments with the means and methods necessary to explore personal and social conflicts and develop self-esteem, communication and coping skills to make positive life choices and become productive members of the community. Our vision is to be a source of compassion, strength and support for youth in underserved and at-risk environments; to give them a voice that is heard, valued and respected; and to be a bridge that helps them make positive life choices.

Job Summary

The Unusual Suspects is seeking a Program Manager responsible for the overall management and day-to-day coordination and implementation of team-based theatre and mentoring programs, including but not limited to production management and teaching artist and volunteer development. Teaching Artists, Program & Communications Associate, and independent contractors directly report to Program Manager in collaboration with Program Director. Program Manager coordinates all pre-program logistics and scheduling with partner agencies; building relationships with school administrators, community partners and local and county agencies to recruit participants and promote programming. Other responsibilities include: working with Program Director to develop and implement professional development for teaching artists, program evaluation, and curriculum design in order to ensure that standards and guidelines are adhered to, and performances are of superior quality. The Program Manager works with Program Director to ensure that all contract deliverables and compliance reports are completed in a timely manner, and collaborates with development department regarding program assessment and data collection. Position reports to the Program Director.

Duties and Responsibilities:

Program Related

- Develop strong collaborative relationships with school partners, and government and community based service providers to enable the most effective coordination, communication, and recruitment for successful programming.
- Participate in various school, partner and community meetings.
- Ongoing follow up with facility administrators to ensure workshop space availability, equipment storage, and performance venues are maintained throughout program residencies.
- Collaborate with Program Director to train, recruit, hire and retain exemplary teaching artists.
- Develop objective performance measurements across all sites, to ensure consistent, high-quality evaluation and goal setting with teaching artists.
- Responsible for enforcing company replacement policy, securing replacement Teaching Artists when needed, and monitoring all Teaching Artist timesheets.
- Oversee the management of program data including collection of surveys and program documentation, and assist with contract reporting and compliance.
- Attend pre & post workshop planning meetings to ensure smooth running of the residencies: help resolve participant issues and disruptive behavior and address production deadlines and inquiries.
- Recruit, retain, and oversee training and orientation of S.T.A.R mentors.

- Collaborate with Operations Manager to ensure compliance with required clearance policies for all temporary staff, independent contractors, and volunteers.
- Collaborate with Program Director on alumni outreach and communication.
- Coordinate casting and event management for Page Play series.
- Contract and schedule technical and production staff when needed.
- Maintain flexibility adjusting to unforeseen circumstances. Fill in where necessary.
- Understand and adhere to Unusual Suspects and site guidelines and policy.
- Report to US Administration anything in the work that could be deemed controversial and/or present a possible threat to US programs continuing at the site.

Desirable Skills & Qualifications

- Must have a Bachelor degree (BA, BS, etc.) in related field
- At least 5 years of management experience
- Strong background in theatre education and teaching artistry
- Excellent project management skills managing complex, multifaceted projects resulting in measurable successes and program growth
- Cultural competency to work with individuals from diverse backgrounds
- Work with diverse set of community-based organizations, residents and stakeholders
- Foster open communication within and among diverse groups
- Work in a team environment with minimal supervision
- Some experience in community organizing is helpful, team building and group dynamics
- Experience in meeting and training facilitation, and/or community relations
- Ability to work independently, be flexible, and manage multiple priorities
- Work well in a team-oriented environment and maintain harmonious relationships
- Some knowledge of the Los Angeles City/County/State educational and cultural landscape
- Excellent computer and administrative skills, especially using Microsoft Suite and Google Suite
- Experience using Social Solutions databases a plus
- Detail-oriented with excellent communication, organizational, interpersonal and writing skills
- Must have reliable transportation and be able to drive a car and have appropriate auto insurance coverage, and a valid California Driver's license
- English/Spanish bilingual preferred

Personal Qualifications:

The candidate has a commitment to developing leaders and coalition building. Strong commitment to social change through community empowerment and the arts. Personal values align with the vision and values of the Unusual Suspects organization.

Physical Requirements & Work Environment:

Must be able to drive a motor vehicle. Must be able to lift 30 pounds. Must be flexible working in a fast-paced, non-profit environment. Experience or interest in theatre and youth arts education is a plus. This position works both in the US administrative office, at program sites, and will have the option to work from a home office on occasion. Must be willing to use personal equipment such as cell phone and laptop/tablet when working remotely.

Salary & Schedule

- Commensurate with experience. Exempt position. Health benefits. Personal phone and mileage reimbursement included.
- Position is expected to work at least 40 hours weekly. Candidate must be open to work a flexible schedule, including some evenings and weekends.

Apply Today!

Send resume and cover letter to jobs@theunusualsuspects.org. Include in the subject line of your email the title of the position in which you are applying. No calls please.

Additional Information

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. The Unusual Suspects provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.