

Job Description

Program & Communications Associate



Organization Summary

The Unusual Suspects Theatre Company's mission is to mentor, educate, and enrich underserved youth through the creation of collaborative original theatre. Our vision is a world where all youth are given the opportunities they need to succeed.

Job Summary

As a full-time non-exempt position, the Program & Communications Associate is responsible for a variety of tasks related to program administration and communications at The Unusual Suspects Theatre Company. The position supports all Program staff with general programming activities; is responsible for daily program administrative needs; updating/maintaining programs data collection and assessment; and assists in outreach efforts for *US* workshops and events. This position assists in the development, design and implementation of the social media and general communications plans. This position is scheduled at 40 hours per week with 70% of their time focused on program related tasks and 30% of their time focused on communication related tasks. Position reports to the Program Manager and the Development Director.

Duties and Responsibilities:

Program Related (Under the direction of the Program Manager)

- Filing and maintaining hard copies of program documents, surveys, and confidential participant/alumni contact information and demographics
- Entering and updating program documents, surveys and confidential participant/alumni contact information and demographics electronically (using Apricot Database and Little Green Light)
- Supporting outreach efforts via phone calls and text message (often bilingually in English/Spanish) to current and prospective participants and parents
- Preparing program materials, including workshop supplies, printed handouts, Teaching Artist backpacks, curriculum binders and digital administrative files
- Coordinating the delivery/pick-up of supplies and program materials to Teaching Artists as needed
- Compiling and updating community resource packets for program participants
- Gathering all show info from Program Teaching Artists, including artwork & poetry for playbill
- Designing and coordinating the printing of flyers, script and playbills for all performances based on internal and outside printing company deadlines
- Archiving, organizing and maintaining all program communications materials: DVDs, CDs, flyers, playbills, photos, and scripts. Preparing copies of DVDs for distribution to alumni
- Creating Thank You notes at the end of Program Residencies to send to a list of contractors, site staff, TAs, volunteers, and partners who supported the program
- Transcribing youth testimonials from final reflection for use on website, in newsletter, etc.
- Supporting Program manager in storage unit organization and inventory, including front-of-house materials, props, costumes and technical equipment
- Preparing materials for, and attending culmination events to support smooth running of performances and overall coordination efforts
- Assisting in preparing materials for Teaching Artist and Volunteer trainings
- Coordinating the purchase and inventory of company T-shirts and other related merchandise
- Generating monthly internal programs reports as well as collecting and reporting data and program outcomes to outside partner organizations as needed (in partnership with Program Staff)

Communications Related (Under the direction of the Development Director)

- Working with the Development Director to implement an annual communications plan, including managing the communications calendar and coordinating content delivery

- Posting daily updates for Facebook, Twitter and Instagram (weekly updates on LinkedIn), and tracking and reporting analytics
- Supporting the Development Director in generating content ideas, creating, and distributing monthly Mailchimp eblast email communications including digital campaigns for fall, end of year, and gala fundraising
- Developing flyers, one-pagers, infographics and other marketing materials as needed and coordinating printing with outside companies
- Overseeing participant story and photo archives along with packaging reflections for contributor solicitations
- Along with the Development Director, updating and collecting/generating content for the website to ensure the quality, timeliness and relevance of web materials

Desirable Skills & Qualifications

- A Bachelor degree (BA, BS, etc.) and at least 1 year of work experience in a similar role is preferred
- Proficiency with Adobe Creative Cloud programs, iMovie, Canva, Mailchimp, and WordPress a plus, as they are used frequently for communications efforts
- Experience working in a database such as Social Solutions' ETO or Apricot and general understanding of data entry and reporting
- Detail-oriented with excellent communication, organizational, interpersonal and writing skills
- Proficient computer skills, especially using Microsoft Suite and Google Suite of applications
- Works well with people in various communities, institutional and governmental organizations
- Cultural competency to work with individuals from diverse backgrounds
- Ability to work productively both within a team environment and independently, be flexible, manage multiple priorities and maintain harmonious relationships
- Experience or interest in theatre and youth arts education is a plus
- Strong commitment to social change through community empowerment and the arts
- Personal values align with the vision and values of the Unusual Suspects organization
- 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 proficiency preferred

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. This position works in the US administrative office and at program sites. Must be willing to use personal equipment such as cell phone when working at program sites.

Salary & Schedule

- \$31,000 - \$33,500 annually. Commensurate with experience. Non-exempt. Health benefits.
- Position is expected to work 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.