

Job Description

Program 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 Associate is responsible for a variety of program related administrative tasks for The Unusual Suspects Theatre Company (US). The position supports all Program staff with general programming activities; is responsible for daily program administrative needs, updating/maintaining data collection and assessment, and assists in outreach efforts for US workshops and events. The Program Associate is a cross-functional position working with multiple departments and reports to the Program Manager.

Duties and Responsibilities:

- 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 performance information from the Program Teaching Artists, including artwork & poetry for playbill
- Coordinating 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 and addressing thank you notes at the end of Program Residencies for our list of contractors, site staff, TAs, volunteers, and partners who supported the program
- Transcribing youth testimonials from final reflection for use on website, in our 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 operations of the performances and overall program coordination efforts
- Assisting in preparing materials for Teaching Artist and Volunteer trainings
- Coordinating the purchase and inventory of office supplies, company T-shirts, as well as other office and promotional merchandise
- Generating internal, monthly programs reports as well as collecting and recording of data and program outcomes for our outside partner organizations, as needed (in partnership with Program Staff)

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 database entry for Social Solutions' ETO or Apricot, and general understanding of data entry and reporting
- Detail-oriented with excellent communication, organizational, writing, and interpersonal skills
- Proficient computer skills in Microsoft Suite and Google Suite 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
- Embraces collaboration and flexibility, and is able to manage multiple priorities while maintaining harmonious relationships
- Experience with or interest in theatre and youth arts education is a plus
- Strong commitment to social change through community empowerment and the arts
- 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

Personal Qualifications: The candidate has a commitment to developing leaders and building coalitions. Exhibits a 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 have a valid driver's license and be able to drive a motor vehicle. Must be able to lift 30 pounds. Must be flexible while working in a fast-paced, non-profit environment. This position works in the US administrative office and at program sites.

Applicants for Employment: All applicants who are offered employment with The Unusual Suspects will be subject to a background investigation.

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.