

## Job Description

### Program Coordinator



#### Organization Summary

The Unusual Suspects Theatre Company's (*US*) mission is to mentor, educate, and enrich youth in under-resourced communities through the creation of collaborative original theatre. Our mission powers our vision of a world where all youth are given the opportunities and support they need to succeed.

Founded in the wake of the 1992 LA Uprising, *US* has grown from a small, volunteer-led youth intervention program into an award-winning leader in the fields of arts education, youth development, mentorship, and community building. After nearly three decades of service within disinvested and underrepresented communities, the focus of our work remains to ensure the equitable enrichment and development of Los Angeles County youth. Our overarching aim is to provide Los Angeles's BIPOC (Black Indigenous and/or People of Color) and incarcerated youth and their families with powerful platforms to express themselves, creatively explore personal and social conflicts, and heal. Through seven, healing-informed program models, *US* provides holistic prevention and intervention benefits, while working to open educational and career pathways for the over 1,600 Los Angelinos we engage annually (93% aged 9-19). Our free, place-based theatre-arts programs go beyond the reach of typical arts education workshops to offer personalized mentorship and a safe space for self-expression, empowering those we work with to identify and leverage their innate talents and overcome inequitable circumstances.

*US* is currently pursuing transformative action steps aimed to center our communities in all aspects of our work and bring Diversity, Equity, Access, and Inclusion (DEAI) to the forefront of our operations and programs. For more information, visit: <https://theunusualsuspects.org/>

#### Job Summary

As a full-time, non-exempt position, the Program Coordinator 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 Coordinator is a cross-functional position working with multiple departments and reports to the Program Director.

#### Duties and Responsibilities:

- Maintaining and filing all program documents, surveys, and confidential participant/alumni contact information and demographics electronically (using Apricot Database and Little Green Light).
- Preparing and distributing program materials, including workshop supplies, printed handouts, Teaching Artist (TA) supply 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 and documents from the Teaching Artists.
- Coordinator for printing flyers, scripts, and playbills for all performances.

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- Archiving, organizing and maintaining all program communications materials: media, flyers, playbills, photos, and scripts. Preparing media 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 the US website, newsletter, etc.
- Supporting Program Staff 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 Mentor training.
- Coordinating the purchase and inventory of office supplies, company T-shirts, as well as other office and promotional merchandise.
- Collaborates with the Program Team to ensure that all contract deliverables and compliance reports are completed in a timely manner, and collaborates with the development and communications department regarding program assessment and data collection. Manage TCAP Events: booking, scheduling, recruiting participants and attending field trips to professional theater.
- Supports the management of TCAP Events: booking, scheduling, recruiting participants and attending field trips to professional theater.
- Supports the coordination of PrACTica workshops: booking, scheduling, recruiting participants and attending workshops.
- 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).
- Attends company meetings as assigned by the US Program Director.
- Maintains flexibility adjusting to unforeseen circumstances and other assigned duties as needed.
- Maintains a professional and collaborative attitude in support of the program's ultimate goal; a successful, positive experience for the youth and all involved.

### **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.
- Experience working with database entry in CMS programs like Social Solutions' ETO or Apricot, and a 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.
- Must be a flexible, team player who prospers in a fast-paced work environment.
- Experience with or interest in theatre and youth arts education is a plus.
- Strong commitment to social change through community empowerment and the arts.
- English/Spanish bilingual proficiency preferred.

### **Personal Qualifications:**

The candidate is dedicated 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 reliable means of transportation and a valid California Driver's license or I.D. 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, and will have the option to work remotely on occasion.

### **Applicants for Employment:**

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

### **Salary & Schedule**

- \$45,000 - \$48,000 annually, commensurate with experience. Non-exempt.
- Health benefits reimbursement of up to \$400 monthly.
- CalSavers - Roth IRA Program
- Cell phone and Internet reimbursement.
- Accrued PTO; 2 weeks' vacation per year and paid sick leave.
- Additional week off from December 24th through January 1st.
- Candidate is expected to work a standard 40 hours weekly and must be open to a flexible schedule, including some evenings and weekends.

### **Apply Today!**

Send resume and cover letter to [jobs@theunusualsuspects.org](mailto: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.