

Job Description

Program Manager

Organization Summary

The Unusual Suspects Theatre Company's (USTC) 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, USTC 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 under-resourced youth. Our free, 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.

The Unusual Suspects is committed to diversity, equity, and inclusion, and strongly encourages people of color, women, LGBTQ+ individuals, and all those with protected class backgrounds to apply. We value the individuals that we hire and look forward to sharing and creating a positive, diverse work environment for all identities. For more information visit: <https://theunusalsuspects.org/>

Job Summary

The Program Manager (PM) is responsible for management of all; Program Coordinators, Teaching Artists, Technical Coordinators, Costume Designers, Photographers, Videographers, etc. The PM reports to the Director of Programs (PD) and works with the PD in recruitment and management of Teaching Artists and ensures that all contract deliverables and compliance reports are completed in a timely manner, and collaborates with the development department in regard to program assessment, data collection, and data administration.

The Program Manager will supervise all of the programs operations, including throughout the duration of each program; coordinating all pre-program logistics and production management, Teaching Artist (TA) program scheduling, and communication with partner agencies, school administrators, community and

local and county agencies as needed. The Program Manager will work with all team members and community partners to recruit participants and promote programming.

Duties and Responsibilities:

- Develop strong, collaborative relationships with school partners, government, and community based service providers to help ensure successful programming
- Work with facility administrators to ensure workshop space availability, equipment storage, and performance venues are available and maintained throughout the program residency
- Support creation of annual budget and manage program budget allocations
- Work closely with the Director of Programs and Director of Community Partnerships to coordinate yearly program schedule and develop program training
- Directly supervise Program Coordinators by assigning site locations and coordinating schedules and site visits
- Understand and comply with The Unusual Suspects and program site guidelines and policies
- Support Program Coordinators with database entries, collection of surveys, program documentation, and contract reporting and compliance; Ensuring all deliverables data and recording is done in a timely manner
- Assist with program evaluation, coordinate master classes, and audience recruitment
- Collect and process TA timesheets
- Manage TA substitute needs, and create bi-weekly TA schedule
- Lead pre & post workshop planning meetings to ensure smooth running of programs and address production deadlines and inquiries
- Collaborate with Chief Operating Officer to ensure compliance with required clearance policies and partner invoices
- Manage, organize, and create an inventory process for all costumes, props, and sets (including off-site storage locations)
- Create and manage a concise equipment inventory including; equipment log with detailed info for each item, proper storage, check-out and check-in process for any equipment being used by USTC or an outside customer
- Coordinate casting and event management for Page Play series
- Hire and manage technical and design contractors to ensure high quality and efficient production process
- Manage and schedule performance production needs and logistics, serving as showrunner for performances
- Lead participant outreach and recruitment, family engagement, and audience development strategies for residencies, performances and community events
- Report to USTC administration anything that could be deemed unsafe, controversial and/or inappropriate in regard to; TA's, youth, and all program support staff

- Assist with phone and/or email communications to the youth/family for feedback in regard to attendance and deliverables paperwork

Internal and External Communications

- Ensure that the Director of Programs has routine and timely information about the successes and challenges of program operations
- Participate in monthly program subcommittee meetings of the board, as needed
- Attend relevant partnership meetings to connect with key stakeholders within the Los Angeles area and ensure partners are aware of program successes and challenges in a timely manner
- Work with the communications team to craft Programs related communications via social media, website, print and digital
- Supply development & communications teams with program information and deliverables

Desirable Skills & Qualifications

- A Bachelor degree or higher is preferred (BA, BS, etc.)
- 3 years of management experience in related field is preferred
- English/Spanish bilingual candidates highly encouraged to apply
- Strong background in theatre arts and education
- Excellent project management skills; supervising complex, multifaceted projects
- Cultural competency to work with individuals from diverse backgrounds
- Successful partnerships with community-based organizations, residents and stakeholders
- Foster open communication and collaboration within the program team and participants
- Goal oriented, independent, flexible, and proficient at multitasking
- Experience in community relations is preferred
- Supports a team-oriented environment
- Detail oriented with excellent communication, organizational, interpersonal and writing skills
- Excellent computer and administrative skills; Microsoft Office and Google Suite
- Some knowledge of the Los Angeles City/County/State educational and cultural landscape
- A working understanding of the Visual and Performing Arts Standards (VAPA)
- Experience using Social Solutions Apricot database a plus
- Must have reliable transportation and be able to drive a car and have appropriate auto insurance coverage, and a valid California Driver's license

Personal Qualifications:

The candidate has a strong commitment to social change through community empowerment and the arts. Personal ethics align with the vision and values of The Unusual Suspects organization.

Physical Requirements & Work Environment:

Must have reliable transportation to travel to the office and program sites and thrive at working in a fast-paced, non-profit environment. This position works in the USTC administrative office, at program sites, and other venues for training and meetings.

Salary & Schedule

- Salary range; \$67K – \$72K annually, commensurate with experience
- Exempt position
- Health Benefits offered; Medical, Dental, Vision
- CalSavers - California Roth IRA Program
- Cell phone, internet, and mileage reimbursement
- Accrued PTO: 15 paid vacation days per year and paid sick leave
- 11 paid holidays off per year
- Two additional paid weeks off (10 days); a summer break (dates TBD) and a winter break from December 24th through January 1st
- Position is expected to work a minimum of the standard 40 hours per week
- Candidates must be open to working a flexible schedule, including some weekends and evenings

Apply Today!

Send resume and cover letter to jobs@theunusualsuspects.org. Include in the subject line of your email the title of the position you are applying for. *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.