



Arts & Learning Conservatory MISSION

To inspire and equip all youth for success in life through accessible and exceptional arts education programs regardless of race, age, income, or level of experience.

Arts & Learning Conservatory CULTURE

Students confidently explore the arts within a family-feel environment. Our instructors are carefully selected for each assignment ensuring our students the highest level of both instruction and enjoyment throughout their educational experiences. We purpose to make each program meaningful, challenging and impactful.

GENERAL RESPONSIBILITIES

The **Production Liaison** for our youth theater programs carries a multi-faceted function of assistant to the Production Stage Manager. In this fast paced, highly visible role, you will cultivate and maintain excellent relationships with our families, staff, and cast members as you support the production within a range of admin services and provide project coordination. You will play an important role in the efficiency of the organization through your attention to detail, professionalism, and heart to serve. You will monitor and document sign-in registration, schedule team production meetings, liaise between parents, students, and the production team (i.e. emailing notices and updates, fielding basic parent questions). Coordinate parent volunteers and point system. Maintain basic cleanliness/order of rehearsal space, lobby, restrooms (restocking), oversight of edits of playbill /cast t-shirts. This is a per production position.

Knowledge

- Knowledge of office administration with proficiency in:
 - Google Drive: Docs, Sheets
 - Office 365: Outlook, Word, Publisher, Excel
 - Wordpress – Website rehearsal schedule updates
 - Youtube- posting of cast choreography routines
 - Social Media
 - Database management
- Theater experience a Plus
- High level of accuracy

Requirements

- Positive, high energy with good character
- Solid grammar and diction
- Professional appearance along with excellent customer service skills
- Collaborative Team Player
- Ability to multi-task in a busy office environment
- Should desire **long-term** commitment to the organization
- On occasion, must be able to lift up to 40 lbs
- Must be able to work evenings 2 days a week Mon/Th ,5pm-9pm; Saturdays 8am-2pm

Availability: 10-15-hours per week; and tech rehearsals & shows

Production: Addams Family

August 18- audition workshop

August 25- audition

August 27- rehearsals-November 10 (M/Th/Sat)

Tech- November 12-14

Shows- November 15-18

Stipend: \$900-1200 (or commensurate with experience)

Resume submission cheryl@artsandlearning.org