Job Title: Education Program Manager
Position Type: Part-Time, Non-Exempt (30 hours per week; requires some weekends/evenings depending on class schedules)
Management Scope: Individual contributor role; no supervisory or personnel management duties.
Compensation: $25.00 (hourly) / $39,000 (annual)
Reports To: Executive Director

POSITION OVERVIEW
The part-time Education Program Manager serves as the administrative and operational backbone for year-round youth theatre programming, driving the vision and execution of seasonal classes, workshops, summer camps, and technical apprenticeships. In this role, the Manager acts as the primary, visible liaison for families to ensure smooth daily operations, clear communication, and a community-driven learning environment.

Additionally, the position leads full-cycle independent contractor management—recruiting, onboarding, and supervising a team of high-quality teaching artists while maintaining strict compliance with organizational safety guidelines, financial regulations, and background screening standards.

CORE RESPONSIBILITIES
1. Curriculum & Class Development
    - Design and evaluate dynamic year-round theatre arts education curricula, including seasonal weekend courses, specialized weekday workshops, and summer camp programming.
    - Ensure all course offerings strike a balance between performance skills (acting, musical theatre) and technical theatre applications.
    - Assess and update educational benchmarks to meet changing community needs and modern youth arts standards.
2. Instructor & Contractor Management
    - Recruit, onboard, schedule, and supervise a team of high-quality teaching artists and technical workshop leaders.
    - Create written independent contractor agreements and formal employment contracts detailing compensation, schedules, and deliverables.
    - Obtain and verify necessary onboarding documentation, including tax forms (W-9s), payment authorizations, and compliance documents.
    - Maintain secure, organized personnel files for all instructional staff, ensuring up-to-date credentialing and administrative records.
    - Generate accurate payroll and earnings reports for tax compliance and accounting purposes at regular seasonal milestones.
    - Enforce organizational safety policies, compliance regulations, and emergency protocols across all educational staff.
    - Facilitate necessary background verification workflows to ensure all instructors pass strict compliance standards prior to student interaction.
3. Apprenticeship & Technical Programs

- Coordinate and expand youth apprentice programs, integrating students into hands-on backstage disciplines including lighting, sound, scenic design, prop construction, and stage management.
- Mentor advanced students by matching them with production-level roles or teaching-artist assistant placements.

4. Student & Family Relations
   - Serve as the primary, visible point of contact for parents and students regarding registration issues, class schedules, program updates, and behavioral expectations.
   - Resolve parent and student conflicts swiftly, professionally, and empathetically, maintaining a supportive community culture.
5. Program Administration & Logistics
   - Manage enrollment databases, track registration metrics, and compile routine status reports for executive review.
   - Coordinate internal facility space, ensuring seamless room scheduling across classes, rehearsals, workshops, and rental groups.
   - Monitor and adhere to the departmental educational budget, tracking supply costs, payroll, stipends, and material expenses.

REQUIRED QUALIFICATIONS

- Experience: Minimum of 2 years of progressive experience in arts education management, youth theatre administration, program coordination, or working as a professional teaching artist.
- Education: Bachelor's degree or equivalent professional experience in Theatre, Arts Administration, Education, Business Administration, or a closely related field.
- Technical & Theatrical Knowledge: Strong foundation in both performance disciplines and technical production elements (such as stage management, lighting, or set design).
- Logistical Skills: Exceptional proficiency in organizational scheduling, database tracking, budget compliance, and facilities coordination.
- Interpersonal Strengths: Superior written and verbal communication skills; background in customer-centric communication, conflict resolution, or youth behavior management is highly desirable.
- Compliance: Must successfully complete and maintain a comprehensive criminal background check to work closely with youth populations.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

Work Environment & Hybrid Structure

- Hybrid Framework: Work is performed in a hybrid model split between remote and onsite environments to balance administrative efficiency with hands-on program leadership.
- Onsite Operations: Requires regular onsite presence at the facility during peak programming blocks—including weekday afternoons, evenings, and weekends—to actively supervise classes, manage facility space, handle parent relations, and oversee safety.
- Remote Operations: Routine administrative tasks—such as processing registrations, drafting schedules, updating curricula, updating student databases, and tracking metrics—may be performed remotely, subject to baseline operational needs and coordinator alignment.

- Theatrical Setting: Onsite work alternates between a standard office environment and fast-paced, high-energy educational, rehearsal, and backstage theater spaces.
- Noise Variance: Environment fluctuates regularly from quiet, independent remote or office spaces to loud, lively classrooms filled with youth performers and acoustic or digital sound systems.

Physical Requirements

- Mobility: Frequently required to navigate open performance spaces, multi-level classrooms, backstage areas, and administrative offices to supervise programs, monitor safety, and coordinate facilities.
- Postures: Ability to stand, walk, sit, bend, stoop, kneel, and reach routinely during active classes, camps, and events.
- Lifting & Moving: Ability to safely lift, carry, and maneuver up to 30 pounds of theatrical equipment, props, scripts, and education supplies.
- Sensory & Communication: Strong vocal clarity to communicate effectively in large, high-energy rehearsal settings; normal visual and auditory acuity to monitor student safety, evaluate theatrical performance/technical elements, and interface with computer databases.

Background Check Requirement

Because Children's Theatre of Annapolis works directly with youth, all offers of employment are contingent upon the successful completion of a comprehensive state and federal criminal background check.

Equal Opportunity Employer (EEO) Statement

Children's Theatre of Annapolis (CTA) is an Equal Opportunity Employer. In accordance with Maryland State law and federal regulations, CTA provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, status as a covered veteran, or any other protected characteristic protected by applicable local, state, or federal laws.

CTA is committed to providing a diverse, inclusive, and accessible environment for all staff, volunteers, and patrons.

This job description is not an exhaustive list of all functions that the employee may be required to perform, and the employee may be required to perform additional functions. Additionally, the company reserves the right to revise the job description at any time. Employment with Children's Theatre of Annapolis is at-will. The employee must be able to perform the essential functions of the position satisfactorily. If requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.