



Senior Education Program Manager Job Description

Overview:

Reporting to the Director of Education, the Senior Program Manager is responsible for ensuring that The UC Theatre's education programs, Concert Career Pathways (CCP), Remote Extension Program (CCP-REP) and (CCP-X) are effectively implemented and provide a meaningful learning experience for program participants. Additionally, this person works collaboratively with team members across departments in order to review and place program participants into job shadowing and internships that benefit both the intern and the overall theater operations. The Senior Education Program Manager builds positive mentorships with program participants and community partners that enables them to launch their career within the music (or other) industry.

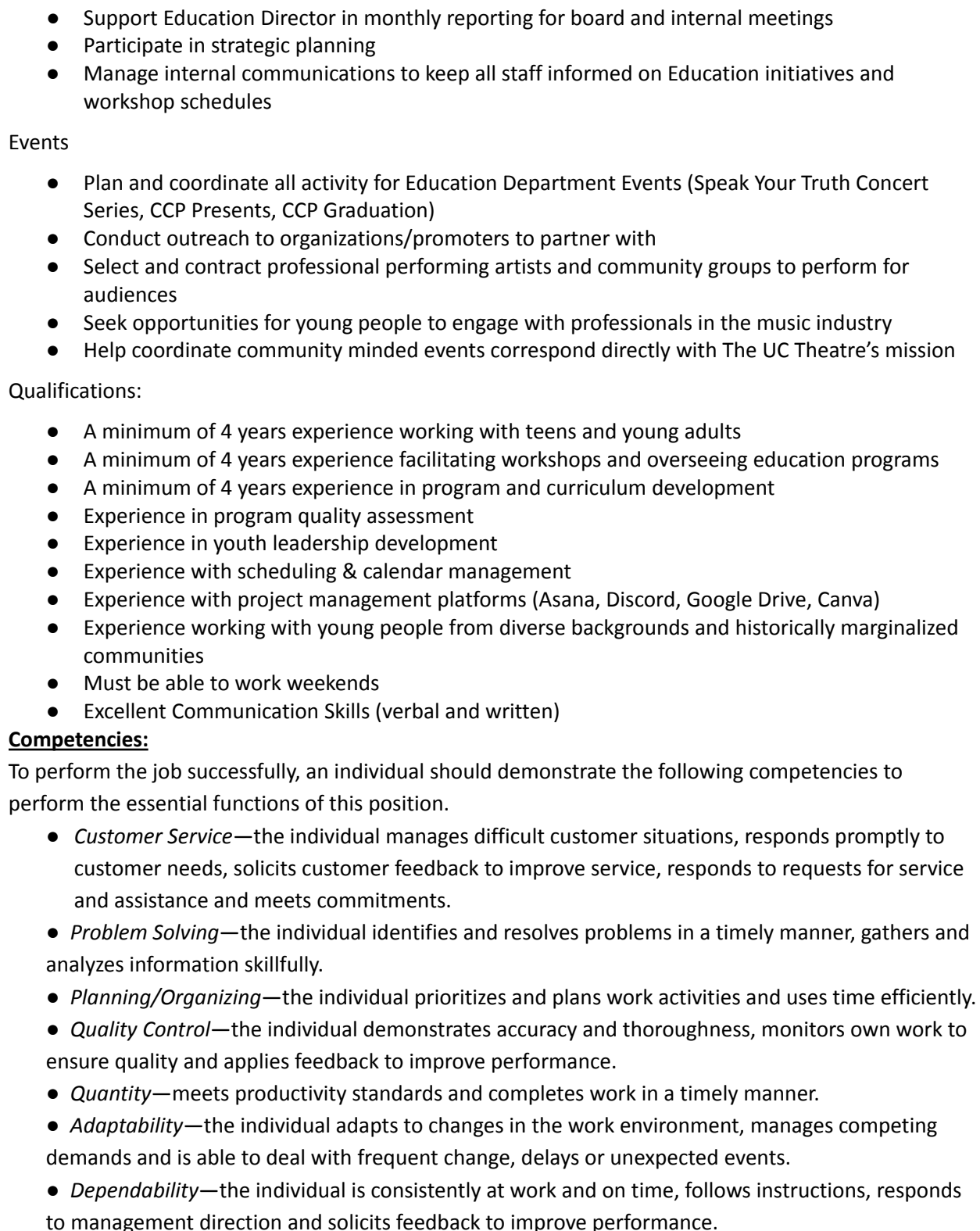
Essential Duties & Responsibilities:

Education

- Oversee and manage the recruitment/application process for CCP, CCP-Rep & CCP-X participants and paid interns
- Oversee scheduling and facilitate all in-person and remote Workshops and Speaker Series
- Develop, maintain and revise workshop curriculum as needed
- Work with UCT Staff to develop internships descriptions/expectations/criteria and assessments
- Manage the Scheduling of shadow shifts with each department
- Work closely with department supervisors to place interns
- Manage scheduling and conduct monthly group check-ins with interns
- Conduct bi-monthly 1:1 check-in sessions with interns
- Provide guidance and mentorship to interns during show shifts
- Schedule and occasionally work at the Community Outreach table during shows & events
- Schedule and coordinate Industry Tours with partner organizations
- Work with Chief Executive Officer, and Chief Operating Officer (COO) and UCT Staff in measuring program quality
- Implement data collection strategy from all stakeholders to improve and grow all programs
- Oversee education program content and collateral with Community Development team
- Identifies potential partners for the Education Advisory Committee
- Support Remote Extension Program (CCP-X) activities and expansion
- Work closely with the Director of Education to oversee all program management and execution
- Support Education Director with analytics on program success
- Maintain accurate records and up to date contact information for Alumni and program participants

Organizational

- Collaborate with departments to secure opportunities for internships and job shadowing
- Work with Development team to identify a pipeline of potential donors and funders
- Process payroll for department and interns
- Collaborate with the Marketing team to execute all communications for initiatives such as call for applications, event marketing, collateral design, etc.





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- *Safety & Security*—the individual observes safety and security procedures and uses equipment and materials properly.
 - *Accounting*—the individual ensures to keep accurate records of invoices.

Equal Opportunity and Diversity

The UC Theatre is committed to equity in its support and advocacy, and seeks to create and encourage opportunities for people of color, women, non-binary, LGBTQ+, veterans, and people with disabilities. The UC Theatre is committed to creating and upholding a safe space for its staff and customers where respectful conversations around diversity, equity, inclusion and accessibility can continue to happen. The UC Theatre makes an ongoing commitment to prioritize DEI initiatives and learn more about best practices and approaches to DEI in the live performance industry, and to provide resources and professional development opportunities to support its members in doing the same for their individual businesses.

This job description is a summary of duties which you as an employee are expected to perform in your assignment. It is by no means an all-inclusive list, rather a broad guide to expected duties. As an employee you must understand that a job description is neither complete nor permanent and may be modified at any time. At the request of management, any employee may be asked to perform additional duties, responsibilities, or projects without notice.

To apply please complete the application [form](#)
Pay Range - \$23 to \$26