

Updated January 2025

POSITION ANNOUNCEMENT

Summer Site Coordinator (K-12 Grade)

FIRST STAGE is committed to dismantling structures that may prevent ALL people from applying for employment with us. FIRST STAGE celebrates the richness of our world by cultivating Equity, Diversity, and Inclusivity as they inspire the creativity that nurtures great art, artists, and audiences. FIRST STAGE acknowledges we have been party to supporting oppressive systems in the past and are committed to continuing to prioritize our journey in becoming an anti-racist and fully inclusive organization, and we strongly encourage candidates from historically underrepresented groups to apply.

FIRST STAGE is an equal-opportunity employer. As such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to race, age, religion, color, gender, sexual orientation, national origin, physical or mental disability, marital or veteran status, or any other classification protected by law.

Position: Summer Site Coordinator

Status: Contract, Seasonal

Reports to: Academy Manager

Dates/Hours: Monday-Friday, 8:30 AM to 4:30 PM, June 16–August 8, 2025

Compensation: Hourly rate [\$18/hour]

Overview:

The Summer Site Coordinator is a key leadership role responsible for overseeing the daily operations of our K-4 or 5-12 grade summer programs at the Milwaukee Youth Arts Center (MYAC), Sharon Lynne Wilson Center (SLW), Oak Creek Performing Arts and Education Center (OPAEC), Concordia University of Wisconsin (CUW). This position ensures a welcoming, inspiring, and safe environment for students, teachers, and families.

RESPONSIBILITIES:

- Oversee daily site operations to ensure smooth and effective programming.
- Serve as the primary contact for teaching artists, families, and staff at MYAC, SLW, OPAEC, or CUW.
- Maintain a safe and inclusive environment for all participants.
- Manage materials, supplies, and classroom setups for teaching artists.

- Respond to on-site challenges or emergencies with professionalism.
- Maintain accurate attendance and communicate with families about absences or schedule adjustments.
- Support teaching artists in curriculum implementation as needed.
- Coordinate and facilitate summer showcases, events, or presentations.
- Lead the beginning and end-of-day activities, ensuring smooth transitions and effective communication.
- Provide motivational words of wisdom daily to inspire and uplift students.
- Work 1:1 with students to address individual concerns and provide support when issues arise.
- Attend all required meetings and training sessions.

QUALIFICATIONS:

- Strong leadership skills and commitment to First Stage’s mission of teaching life skills through stage skills.
- Excellent organizational and communication abilities.
- Experience in supervisory roles, preferably in education, arts, or youth programs.
- Bachelor’s degree in Education, Theater Arts, or a related field is preferred.
- Ability to travel locally as needed.
- Successful completion of a background check.

To Apply:

Please submit a cover letter, resume, location preference, and availability between June 16–August 8, 2025 via email to corth@firststage.org with "Summer Site Coordinator" in the subject line. No phone calls, please.

ABOUT FIRST STAGE:

First Stage is Milwaukee’s premiere non-profit theater for young people and families, annually drawing audiences of more than 135,000 people. First Stage’s season includes six Family Series plays and one First Steps show, totaling more than 300 performances annually. The Theater Academy, one of the largest and finest programs of its kind in the nation, teaches “life skills through stage skills” to over 3,000 young people each year. For more information about First Stage, visit www.firststage.org.