

# POSITION ANNOUNCEMENT

## K-4 AND NEXT STEPS MANAGER



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 is an equal opportunity employer and 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:** K-4 and Next Steps Manager

**Status:** Part-time (starting January-May)/Full-Time (starting June 2025)

**Reports to:** Academy Director

**Compensation:** \$22 per hour (with a max of 20 hours per week) from January to May 2025. In June 2025, the position transitions to a full-time hourly position at \$45,000-\$48,000 commensurate with experience.

First Stage provides a competitive benefit package, with full-time employment, that includes but is not limited to the following: health/dental/vision coverage, vacation and paid holidays, as well as a 403(b) plan.

**Overview:** The K-4 and Next Steps Manager's primary objective is to provide the vision and leadership for cohesive and progressive academy school year and summer programming for grades preK-4 and Next Steps - working with the Program Directors to ensure the curriculum is cohesive and progressive, and partnering with the Academy Manager to ensure best business practices. This person ensures the creation of a safe, welcoming, and inspiring environment for students, families and teachers. This position is expected to pursue professional development opportunities, grow in teaching abilities and strengthen the student experience through programming. Academy team members must be team players, lead by example, exhibit a strong work ethic and be committed to the Academy philosophy of teaching *life skills through stage skills* and *transforming lives through theater*.

### RESPONSIBILITIES AND DUTIES

- **Academy Programming**
  - Serve as Curriculum Director for K3-4 grade programming, researching and developing a progressive child-centered curriculum and classroom management strategies for Academy classes, in conjunction with Academy Director
  - Support the Academy Director in administering and facilitating the Adjunct Professional Learning Community and professional development opportunities.

- In consultation with Academy Director, Academy Manager, and Artistic Director- Develop new programming and assess and maintain programming year round
- Recruit, supervise, develop and evaluate all K-4 and Next Steps faculty, curriculum and programming needs including coordination with production department on sensory friendly performances, in conjunction with Academy Director
- Work with the Academy Director and Academy Manager to maintain and develop programming for partner schools, grades K-4
- Teach and serve as a site coordinator during school year and summer, as needed
- Maintain a clean and safe workspace
- **General Academy**
  - Maintain communication with Academy office and adjunct staff
  - Work with Program Directors, Director of Artistic Inclusion, Artistic Director, Managing Director, and Academy Manager to execute the First Stage strategic plan
  - Report on K-4/Next steps programming to First Stage Board of Directors when needed
  - Sit on programming committees and facilitate Academy subcommittees as needed
  - Communicate School Year Academy and Summer programming needs to other departments
  - Serve as primary contact for K-4/Next Steps Academy programming, including media
- **Academy Administration**
  - Work with Academy Manager and Director of Advancement to ensure completion and delivery of all school year brochures and marketing pieces
  - Support Academy Manager and Advancement with regard to school year program evaluation.
- **Artistic Duties**
  - Participate in Artistic Team meetings and season planning.
  - Assist and advise during the audition and call-back process as needed.

## QUALIFICATIONS

- An MFA in Theater or a Master's in Education, with at least three years of management experience, is preferred but not required.
- Prior teaching experience in K3-5 grade and working with students on the Autism Spectrum is essential.
- Excellent communication and customer service skills are critical, along with the ability to adjust communications styles to varied youth, parent and professional populations.
- Proven Microsoft Office proficiency (Word, Excel, Power Point, etc); experience with a database system, is necessary.

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- Spanish-speaking abilities are a plus but not required.
- All staff members of First Stage must have the ability to pass a background check.
- Ability to maintain a positive work environment by communicating and behaving in a positive manner with all artists, staff, and stakeholders from a variety of backgrounds

### REQUIREMENTS

- First Stage is committed to creating a safe, equitable, and inclusive work environment, and all incoming staff members will be required to complete Equity, Diversity, Inclusion and Justice training.
- Engage with and support the efforts of First Stage and the Belonging-Equity-Access-Diversity (BEAD) Committee to become an anti-racist organization.

### To Apply:

Please send a resume, cover letter, and three professional references to J.T. Backes (jtbackes@firststage.org) with the subject line: K-4 and Next Steps Manager - [First Name, Last Name]. No phone calls, please. All employment at First Stage is subject to a background check due to the nature of our work with Young People. Application submission period will remain open until the position is filled.

*You will be eligible to receive perks like complimentary and discount tickets to First Stage productions during your time with the company.*

### ABOUT FIRST STAGE

First Stage is one of the nation's leading theaters for young people and families. First Stage touches hearts, engages minds and transforms lives by creating extraordinary theater experiences through professional theater productions that inspire, enlighten and entertain, serving audiences of over 120,000 among more than 300 performances annually. Its Theater Academy, the nation's largest high-impact theater training program for young people, fosters life skills through stage skills and serves nearly 2,000 students each year. As Wisconsin's leader in arts-integrated education in schools, First Stage's dynamic Theater in Education programs promote literacy, character building and experiential learning throughout the curriculum, serving 20,000 students each year. For more information about First Stage visit [www.firststage.org](http://www.firststage.org).

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