

POSITION ANNOUNCEMENT

SCHOOL YEAR ACADEMY SITE COORDINATOR

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: The Site Coordinator is a 4 to 6-week position, Saturdays 9:00am-12:30pm. For the Site Coordinator position, you must believe in the mission of First Stage, to transform lives through theater, and work to create a safe, welcoming, inspiring, and motivating environment for students, teachers, and parents.

We are seeking a dedicated Site Coordinator to oversee and manage the operations and logistics of our K4-12th grade programs at various locations including the Sharon Lynne Wilson Center and the Oak Creek Performing Arts & Education Center.

Status: Exempt/Hourly

Reports To: Academy Director

Hours: *MYAC* Fall: 10/01-11/9; Winter: 01/14-02/22; Spring: 04/01-05/10

SLWC Fall: 09/28-10-19; Winter: 01/18, 02/1, 02/15, 02/22; Spring: 03/15, 03/29, 04/05, 04/12

OPAEC Fall: 9/28-11/02; Winter: 01/18-02/22; Spring: 04/05-05/10

This is a seasonal part-time position and will report to the Academy Director

Compensation: First Stage offers a mission you can stand behind and a positive work environment. This is an hourly position, for Saturdays in Fall, Winter, and/or Spring 9:00am-12:30pm. Site Coordinators are paid \$65 per hour.

RESPONSIBILITIES:

- Coordinate and oversee the daily operations of the Academy site, ensuring smooth execution of classes and events.
- Serve as the primary point of contact for teaching artists, students, parents, and staff at the site.
- Ensure a safe and supportive learning environment for all participants.
- Manage classroom set-up, materials, and supplies for teaching artists.
- Handle any on-site issues or emergencies in a professional and timely manner.
- Maintain accurate attendance records and reports.
- Assist with making phone calls to families about absences, leaving early, or arriving late.

- Assist the Academy Director and teaching artists in creating and adjusting theater curriculum as needed.
- Attend all required meetings and training sessions.
- Facilitate presentations and events as needed.

QUALIFICATIONS AND SKILLS:

The Site Coordinator must be a team player, lead by example, exhibit a strong work ethic, and be committed to the First Stage philosophy of teaching life skills through stage skills and transforming lives through theater. Excellent communication and organizational skills are critical, along with the ability to manage multiple tasks simultaneously. Prior experience in a supervisory or coordination role, preferably in an educational or arts-related setting, is required. The position will require local travel to our satellite campuses, Sharon Lynne Wilson Center (19805 W Capitol Dr, Brookfield, 53045) or the Oak Creek Performing Arts & Education Center (340 E Puetz Rd, Oak Creek, 53154). A Bachelor's degree in Education, Theatre Arts, or a related field is preferred. An offer of employment is contingent on a successful background check.

To Apply:

Please send cover letter and resume with your experience, sample lesson plan, *availability for Fall, Winter, and/or Spring*, preferred locations, and any specific curriculum interest via email to Academy Director, J.T. Backes: jtbackes@firststage.org. 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.

ABOUT FIRST STAGE

First Stage is a nationally acclaimed professional theater company drawing annual audiences of more than 120,000 people. First Stage's production season includes mainstage shows at the Todd Wehr Theater and our First Steps and Young Company Series of productions at Goodman Mainstage Hall at the Milwaukee Youth Arts Center - a total of more than 400 performances annually. First Stage also offers Theater-in-Education programs, annually serving 20,000 students in classrooms throughout southeastern Wisconsin. The First Stage Theater Academy, the largest and most high-impact training program in the nation, teaches "life skills through stage skills" to nearly 2,000 young people ages 3 - 18 annually. For more information about First Stage, including current updates on our Equity, Diversity, and Inclusion work, please visit www.firststage.org