The Programs Coordinator, supervised by the Interim Director of Programs, will provide significant administrative support for OUT In Your Neighborhood and True Colors: OUT Youth Theater programming. Duties will include, but are not limited to:

**PROGRAM DEPARTMENT ADMINISTRATION & DEVELOPMENT**

- Coordinate logistics and contracts for events and performances for youth and audiences of all ages, including scheduling, space rentals, artist logistics, payments, front of house, food & beverages.
- Oversee program budgets
- Process financial documents for department, including contracts, check requests, debits and payments in a timely and accurate manner
- Assist in producing collateral for all programming in tandem with communications department & Interim Director of Programs -- including recruitment flyers, booking outreach packets and programs books
- Oversee & coordinate the internship program, including administration of recruitment, hiring, evaluation, social activities, etc.
- Supervise Programs Department Interns
- Assist with general administrative duties including answering phones, processing mail, routing information, calendar management, filing, maintaining records, files, databases, contracts, payments, reports and evaluations and other day-to-day tasks
- Oversee the collection, data entry and analysis of all programs evaluation data, in collaboration with the Interim Director of Programs
- Maintain Filemaker Pro database to organize information, demographics, and evaluation data for all programs
- Contribute materials relevant to grant proposals, contract management, and reports to program funders in conjunction with the Interim Director of Programs
- Maintain relationships with local and national artists, community organizations, collaborators, partners, teachers and schools
- Oversee Front of House responsibilities, including ticketing, comps, overhires and lobby displays for all programming events
- Oversee, maintain, update, and execute all internal program department processes and manuals
- Assist in coordinating and facilitating Programs Retreat, this includes: re-imaging TTO’s current residency program, and consistent re-evaluation of our programs to make sure they are inclusive, supportive, resourceful, and QTPOC led and organized.
- Perform other duties as needed or as directed.

**TRUE COLORS ADMINISTRATION**

- Outreach, hire, contract, onboard, and supervise teaching artists, Troupe Directors, and guest artists.
- Identify, recruit and/or enroll a diverse group of LGBTQ and allied students for Youth Task Force and youth programs with the help of the Interim Director of Programs
- Assist with logistical aspects of designated classes, auditions, rehearsals, workshops, field trips, events and productions
- Book and manage touring schedule
- Assist Director of Programs in designing and implementing new True Colors program model
- Attend youth auditions and interviews, as scheduled.
- Assist the Director of True Colors with curriculum development/rehearsal plans.

**OUT’HOOD ADMINISTRATION**

- Coordinate artist logistics, including transportation, housing, per diems, and artist packets for all programming
- Hire, contract, onboard, and supervise onboarding process for all guest artists and contractors for OH
programming

- Assist Interim Director of Programs in finding artists, contracts, and productions that fit into TTO’s QTPOC aesthetics.

Qualifications

- Experience in arts or programming administration in a non-profit organization
- Familiarity with local, regional and national arts and LGBTQ-specific organizations preferred
- Experience working with People of Color and the LGBTQ community
- Proficient in record keeping, file management, ability to manage multiple tasks in a timely and accurate manner
- Excellent planning, organization and time management skills
- Excellent writing, proofreading skills, office management skills
- Demonstrated ability to work effectively with staff, artists, youth and collaborating organizations
- Education/Training: BA in relevant area or comparable experience preferred
- Event management skills strongly preferred, including theatrical productions, fundraisers and/or community-based activities.
- Familiarity with youth programming with a creative youth development focus
- Familiarity with Filemaker Pro or similar databases, for data entry, data management and report generation
- Experience with program evaluation/assessment skills, including creation, implementation, data analysis and reporting.
- Self-starter who is comfortable in a close-knit team-oriented setting
- Strong interpersonal skills and problem-solving abilities
- Ability to travel and work frequent nights and weekends
- Familiarity with Boston area communities and schools, a plus
- Previous experience in theater curriculum development and implementation, a plus
- Youth Work Certification, a plus
- Bi-lingual English-Spanish, a plus

Application Deadline: August 21st (interviews will begin immediately)
Start Date: August 31st
Position Type: Full-time salaried position
Compensation: $40,000-$45,000, commensurate with experience
Benefits: Health Insurance, plus paid vacation, holidays, sick and personal time
How to Apply: Interested candidates are invited to submit their resume and a cover letter (Microsoft Word or PDF Format) via email to apply@thetheateroffensive.org with the subject line “Programs Coordinator” by August 21st, 2020. Please DO NOT call or drop in. Members of the LGBTQ community and People of Color are highly encouraged to apply.

**Please note: due to COVID-19, TTO offices are mostly closed and the majority of work for this position will be remote until further notice. TTO programs will also be remote until January 2021**