

SUMTER PLAYERS, INC
Youth Theater Programs Coordinator (Contractor)

Qualified persons are invited to submit proposals consistent with the following:

Contract Outline

- 1 Develop, direct and maintain the artistic and educational integrity of youth theatre programs including Fran Gore Children's Theater, annual youth theater workshops , and Jesters.
- 2 Oversee the recruiting, directing and supervision of performers when necessary, including; evaluation, coaching, policy enforcement and development, discipline; coordination of production personnel, schedules and production meetings.
- 3 Coordinate program-wide efforts of community service and youth education related to specific productions.
- 4 Represent the youth programs of Sumter Players, Inc. in the community, schools and to the media and ensure good relations with all.
- 5 Liaise with other youth theatre groups and organisations
- 6 Develop promotional materials and potentially newsletters to raise our the profile of our youth programs in the area.
- 7 Monitor and justify budget expenditures.
- 8 Ensure projects are completed on schedule with consultation with the board.
- 9 Understand school and community calendars and schedules, and manage performance schedules accordingly.
- 10 Establish review and evaluation procedures for the content of the program and the performance of the actors.
- 11 Identify needs for program revision and expansion.
- 12 Report monthly to the Board of Directors, in person or in writing.
- 13 Contractor will be directly accountable to the Vice president (Production) and the Executive Committee.

Desired Qualifications

1. Experience and success with supervision, coaching, mentoring, personnel evaluation, especially with youth and young adults.
2. Positive, team-player with excellent interpersonal communication skills.
3. Strong written, verbal and human relation communication skills.
4. Experience representing an organization/theatre/business in public relations, media relations and community relations.
5. Knowledge of acting, directing, technical production or stage management.
6. Experience working in diverse communities.
7. Development of promotional materials, including program brochures, press releases is preferred.
8. Ability to effectively coordinate multiple projects, use time management skills, prioritization skills, organizational skills, and independent judgment.
9. Familiarity with multicultural theatre and casting in local communities is a plus.

Submission Instructions

Prospective contractors shall submit resumes as soon as possible by mail to Sumter Players, Inc., PO Box 154, Americus, GA 31709. Sumter Players, Inc. reserves the right to reject any or all prospects, to withdraw the invitation to submit proposals at any time without notice and to change terms of contract, desired qualifications and submission deadline at any time before entering into contract.