



San Francisco Youth Theatre seeks School and CBO Coordinator

San Francisco Youth Theatre is a community non-profit theater organization dedicated to transforming youth and community through the performing arts. We serve youth ages 3-25, offering skill-building classes and performance ensembles for elementary, middle and high school students, along with a professional performance ensemble that creates original productions for youth with a social justice focus. SFYT is located in San Francisco's Mission District and is based at Red Poppy Art House and Brava Theater. Founded in 2014, SFYT is rapidly growing.

SFYT has robust and expanding Artist in the Schools program through which we offer teaching artists and arts education to 10 SF Unified Schools, both during the school day and after school. We are seeking a motivated individual who is interested in joining a team of dedicated theatre professionals and believe in youth development through the power of theatre to manage logistical and programmatic details associated with our school programming.

Primary Duties and Responsibilities for SFYT's School and CBO Programs include, but are not limited to:

LOGISTICS

- Conduct school site visits before and during each session to assure the space and schedule is adequate for Teaching Artists' needs.
- Conduct check-in with individual Teaching Artists, providing support when requested.
- Update school site coordinators and SFYT ED on progress of classes.

OVERSEEING TEACHING ARTISTS

- Recruit and supervise assistant teachers and volunteers.
- Recruit new teaching artists as needed.
- Arrange for substitute teachers as needed.

DATA: Collect student data of SFYT program, including:

- Student attendance and retention
- Student and teaching artist demographics

CURRICULUM

- Develop sample lesson plans for grant applications.
- Maintain a log of curriculum ideas and theatre activities to be collated into a handbook.

EVALUATION

- Research and develop an evaluation template to do pre- and post-reflection on student progress for both students and teachers.

DOCUMENTATION

- Arrange for video and photo documentation of classes.

The ideal candidate would enjoy both assisting our expert theater teachers in the classroom and working side by side with Executive Director Emily Klion on administrative tasks. Other ideal qualifications may include:

- Two years experience working with youth or community-based organizations
- Performing Arts Experience and Education
- Strong writer
- Facility with Word, Excel, Filemaker
- Graphic Design
- Spanish speaker
- Bachelors in arts-based field, administration, or education

This is a part-time position (15-20 hours per week) that is intended to develop into a fuller position. It promises to be fulfilling and exciting work. Pay commensurate with experience.

For more information, please send resume and cover letter to SFYT Executive Director Emily Klion:
Emily.klion@sfyouththeatre.org