



San Francisco Youth Theatre seeks Onsite Coordinator/Administrative Assistant

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 Dream Ensemble, which tours throughout California. We are located in San Francisco's Mission District and are based at Red Poppy Art House and Brava Theater. Our work also includes partnerships with SFUSD schools and other community-based organizations.

Founded in 2014, SFYT is rapidly expanding. We are seeking a motivated individual who is interested in joining a team of dedicated theatre professionals who believe in youth development through the power of theatre and who create plays that speak to the unique sensibility of youth with a social justice focus.

SFYT's On-site Coordinate will fulfill a myriad of job activities to facilitate grow the overall program. These activities include:

ON SITE PROGRAM SUPPORT

- Community and student Outreach
- Assisting teaching in classes
- Set up and clean classroom with teacher
- Supervising the smooth operations of all classes.
- Help plan curriculum, programming and develop new ideas.
- Taking attendance and communicating with parents on class days.
- Manage events such as Open Houses and showcases.
- Perform other duties as assigned.
- Develop and implement evaluative tools.

ADMINISTRATIVE SUPPORT:

- Maintaining database, mailing lists etc.
- Fundraising support:
 - Assisting in grant writing and researching
 - Direct mailings
- Community Meeting attendance
- Class Registration
- General Organization

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:

- Experience working with youth and children
- Experience with community outreach
- Performing Arts Experience and Education
- Strong writer
- Facility with Word, Excel, Filemaker
- Graphic Design
- Spanish speaker preferred

This is a part-time position (15-20 hours per week) that is intended to develop into a full-time position over the course of eighteen months. It promises to be fulfilling and exciting work.

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