Program Manager Position Description

The Theater Offensive seeks an experienced arts administrator and self-starter who is comfortable in a close-knit team-oriented setting to manage The Theater Offensive’s programs, as Program Manager.

About The Theater Offensive
The Theater Offensive’s mission is to present liberating art by, for, and about queer and trans people of color that transcends artistic boundaries, celebrates cultural abundance, and dismantles oppression. The core programs of The Theater Offensive are True Colors: OUT Youth Theater, Queer (Re)public, and Queer Family Series.

About True Colors
True Colors: Out Youth Theater uses a proven community-based theater approach to train and inspire LGBTQ and allied youth leaders. True Colors Troupe engages youth of all experience levels in year-round theater training to create, produce, and tour original shows to schools, community groups and social service agencies. The majority of participants are youth of color from Boston neighborhoods ages 14-22. True Colors young artists work with The Theater Offensive Staff and Creative Team to develop comprehensive True Colors programming that engages each participant deeply in the organization’s mission. This includes our Internship Program at The Theater Offensive.

About Queer Republic
Queer (Re)public is a new program that honors, uplifts, and builds on emergent themes inherent to and in QTPOC art through workshops, residency programs, and commissioning art by, for, and including queer and trans artists of color.

About Queer Family Series
Queer Family Series (QFS) offers produced and presented work centered on exploring all facets of queerness from as early as our first memories to our last. This program will focus on social education & awareness through transmedia productions and intergenerational community engagement– connecting queer families and elders with accessible art that captures the rigidity of heteronormativity and imagines a world where people can present as they wish, where dress up is real. We wish to uplift the core value and belief that theater is an essential fabric and texture in how we communicate to each other, as well as how we communicate our creativity and desires.

The Theater Offensive is looking to align the pedagogy and aesthetics for all programming with our new Queer Aesthetics in collaboration with the Program Director, Education Coordinator, and key TTO staff. In addition to the above, The Theater Offensive is looking to update and create new logic models and data collection methods in partnership with our Development Department. This position will serve as a leader in these two initiatives.

Program Manager Position Description
The Program Manager, supervised by the Director of Programs, will provide management support for 10% of True Colors programming, 10% producing support for Queer Family Series Programming, 70% theatrical and management support of Queer (Re)public programming, and 10% internship program
onboarding. This role will collaborate significantly with the Education Coordinator & Director of Programs, and will be part of a highly collaborative team. Duties include, but are not limited to:

**Administration & Production Oversight**

- **General:**
  - Hiring, and onboarding TTO’s Internship program for departments, as needed
  - Supervising Interns in the Programs Department
  - Updating and Streamlining processes detailed in the Programs Department Manual, as applicable

- **True Colors Programming:**
  - Drafts logistics forms (including show flows, budgets, and contact sheets) for True Colors Programings public events and graduations with insight from Education Coordinator and Programs Director
  - Communicates True Colors action items, reporting, needs, and wants to both the Programs and Communication Departments.
  - Manages, oversees, and plans all True Colors programming pedagogy, strategic goal planning, and construction of evaluation process in collaboration Programs Director and Education Coordinator

- **Queer (Re)public**
  - Hiring, contracting, onboarding, and supervising line producers for each Queer (Re)public programming to ensure goals are met
  - Coordinates all Queer (Re)public workshops and performances in collaboration with the Director of Programs
  - Providing insight on planning, executing, and strategizing outreach for Queer (Re)public programming with the Development/Communication Department
  - Associate Producing TTO’s Spring Gala
  - Managing in Data entry platforms and collection for Queer (Re)public for Grant Reporting (i.e. Company Management Forms, Surveys, and Questionnaires)
  - Drafts, manages, oversees production calendars, timelines, agendas, budgets, and showflows for Queer (Re)public programming with aid from Director of Programs
  - Works with TTO’s Graphic Designer and Communications team to improve strategy and create marketing materials (i.e. recruitment flyers, ig videos, programs books, event collateral, and advertisement materials)
  - Submitting check requests for all of Queer Republic Contractors
  - Schedules, attends, and facilitates meetings for Queer Republic as needed
  - Aids in managing all existing and growing partnerships for Queer (Re)public

- **Queer Family Series**
  - Aids in hiring, coordinating, and associate producing for Queer Family Series Programming
  - Aids in managing all existing and growing partnerships for Queer Family Series

**Program Design and Delivery**

- **General**
  - Organizes execution of yearly programming visioning and strategic goals set by the Director of Programs
  - Aids in the creation of sustainable goals for the organization’s programs department
If desired, creation and execution of TTO’s Internship Model within the Branch of True Color.

- **True Colors**
  - Works with the Director of Programs and Education Coordinator to identify, recruit and/or enroll a diverse group of LGBTQ and allied students for all True Colors programming
  - Devises an evaluation collection plan & new logic models for True Colors programming with the Director of Programs and Education Coordinator
  - Aids in clarifying and implementing new pedagogy strategy to True Colors programming alongside the Director of Programs and Curriculum Consultant.

- **Queer Republic**
  - Works with the Director of Programs and Programs Coordinator to identify, recruit and/or enroll a diverse group of LGBTQ and allied artists for all Queer Republic programming
  - Devises evaluation collection plan & logic models for Queer Republic programming with the Director of Programs and key TTO Staff Members
  - Managing and overseeing Queer (Re)public Pedagogy and Strategic Goal Planning/Execution

**Additional Duties**

- Occasionally providing resources, mentorship, case management, and youth worker support to youth participants
- Teaching opportunities may be available, depending on professional teaching experience and interest
- Panel and Workshop Facilitation opportunities may be available, depending on professional experience and interest
- Attending professional development conferences, workshops, cohorts, and meetings as assigned and that are of interest to this role
- Collaborating with other TTO staff, Contractors, Designers, and interns
- Traveling opportunities are available, and are pretty consistent yearly.
- Support grant writing and other fundraising efforts
- Attending monthly staff meetings virtually
- Attending bi-weekly Programs Department Meetings
- Attends 1on1s with Program Director bi-weekly
- Other duties as assigned

**Abilities & Qualities:**

Any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities detailed below will be considered:

- Previous work experience with LGBTQ community and Communities of Color
- Previous experience implementing artistic programs for QTPOC Communities
- Proven track record of program planning, management and oversight (including guest artist hires, contracting, and payments)
- Excellent multitasking and time management skills
- Excellent oral and written communication skills
- 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
• Current driver’s license
• Familiarity with Boston area communities and schools
• Bi-lingual
• Flexibility to work independently, remotely, and in-person as needed
• Comfort in learning and using digital tools
• Cost control and budgeting skills
• Articulate and willing to serve as a public figure for the organization

EQUIVALENCY STATEMENT:
Applicants who may not meet the qualifications as stated above are encouraged to show how their background and experience have prepared them with the equivalent combination of education, training and experience required for the responsibilities of this position.

Application Deadline:
Start Date: Mid-September 2022
Position Type: Full-time salaried position
Compensation: $55,000-$65,000 commensurate with experience
Benefits: Fully paid health insurance, generous paid vacation, holidays, sick and personal time. Professional development funds are given to all employees as well as a 401(k) employer contribution (as funds allow)

How to Apply: Interested candidates are invited to submit a resume and a cover letter (Microsoft Word or PDF Format) outlining how your qualifications and experience match the needs of TTO and this role. 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 Manager” by September 2, 2022. Resumes will be reviewed as they are received. Please DO NOT call or drop in. Members of the LGBTQ community and People of Color are highly encouraged to apply.