



## POSITION ANNOUNCEMENT

### EDUCATION AND ACADEMY ADMINISTRATOR

**Status:** Non-Exempt, Full-Time

**Salary:** \$32,000, plus benefits

**Reports to:** Academy and Education Manager

#### POSITION DESCRIPTION

The Education and Academy Administrator's primary objective is to serve as the key administrator for First Stage's Theater Academy and in-school Education programs. The Education and Academy Administrator works closely with the Education and Academy Manager to register students, manage incoming phone calls, schedule classes for Academy and in schools, invoice families and schools for programming, and work to keep the administrative flow of all of First Stage's programs running smoothly.

#### KEY RESPONSIBILITIES AND DUTIES

- Answer all phone calls and/or forwarding calls to the appropriate parties.
- Process registrations received via mail or fax in a timely manner; assist other staff supporting registration entry into Tessitura.
- Monitor class lists/wait lists to ensure all registrations are fully processed; students are accounted for in Tessitura and class lists, and communicate with families about class openings/cancellations.
- Work with the Programming Administrator and Director of Programming to maintain the Academy budget.
- Work with Artistic Inclusion and Community Engagement Director to support the registration of Family Partnership Program students and awarding financial aid.
- Provide timely and ongoing communication for families who have past due balances, including ongoing emails, letters, and phone calls to retrieve past due balances.
- Maintain attendance records for all Academy classes.
- Serve as the lead administrative staff during first day Academy check-ins, and serve as the lead staff in the Academy office during programming (summer, Saturdays, after school).
- Serve as the primary manager for any Academy administrative interns during the school year or summer.
- Administer and monitor Academy evaluations for various sessions.
- Reserve all rooms needed for classes, trainings, performances, meetings, and various other events.
- Collect and file all new hire paperwork and weekly timesheets for Academy and Education adjunct staff.



- Input scheduled Education workshops in Education Google Calendar.
- Maintaining communication with Education partner schools regarding upcoming workshops.
- Support Education and Academy Manager in invoicing and collecting payments for Education programs.
- Collect and complete cost reports for Academy and Education purchases.

## **QUALIFICATIONS**

- Ability to maintain a positive work environment by communicating and behaving in a positive manner with all artists, staff, and stakeholders from a variety of experience levels and backgrounds.
- Ability to identify and resolve problems in a timely manner and gather/analyze information skillfully. Ability to work well in group problem-solving situations.
- Ability to work under pressure on a variety of different project with strong written and verbal communication skills.
- Demonstrated ability to develop and work within approved budget.
- Knowledge of Microsoft Office Suite.
- Ability to work regularly on Saturdays.
- College degree or relevant administration experience.
- The person in this position will experience periods of prolonged stationary position, will consistently operate a computer and other office productivity equipment.

## **COMPENSATION**

First Stage offers a mission you can stand behind and a family friendly, positive work environment. First Stage provides a competitive benefit package that includes but is not limited to the following: annual salary, year-round health/dental/vision coverage, generous healthcare reimbursement arrangement, life insurance, short term and long-term disability as well as a 403(b) plan.

## **COVID-19 POLICY**

First Stage requires [confirmation of COVID-19 vaccination](#) and the appropriate 14-day waiting period after vaccination series in order to have any First Stage employee present in any administrative office, classroom, rehearsal hall or performance space. If you are not vaccinated due to health or religious reasons, please reach out to Erin Whitehead at [ewhitehead@firststage.org](mailto:ewhitehead@firststage.org).

## **TO APPLY**

Send resume and cover letter to Julia Magnasco, Director of Programming, at 325 W. Walnut Street, Milwaukee, WI 53212 or email [jmagnasco@firststage.org](mailto:jmagnasco@firststage.org). No phone calls, please.



## **ABOUT FIRST STAGE**

First Stage is one of the nation's leading theaters for young people and families. First Stage touches hearts, engages minds and transforms lives by creating extraordinary theater experiences through professional theater productions that inspire, enlighten and entertain, serving audiences of over 120,000 among more than 300 performances annually. Its Theater Academy, the nation's largest high-impact theater training program for young people, fosters life skills through stage skills and serves nearly 2,000 students each year. As Wisconsin's leader in arts-integrated education in schools, First Stage's dynamic Theater in Education programs promote literacy, character building and experiential learning throughout the curriculum, serving 20,000 students each year. For more information, visit [www.firststage.org](http://www.firststage.org).

FIRST STAGE is committed to dismantling structures that may prevent ALL people from applying for employment with us. FIRST STAGE celebrates the richness of our world by cultivating Equity, Diversity and Inclusivity as they inspire the creativity that nurtures great art, artists and audiences.

FIRST STAGE is an equal opportunity employer and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to race, age, religion, color, gender, sexual orientation, national origin, physical or mental disability, marital or veteran status, or any other classification protected by law