

# **Grosse Pointe Theatre**

## **Youth On Stage Program Director**

### **Job Description**

**PURPOSE:** Working with the Board, ED, and YOS Steering Committee, the Program Director will coordinate, organize, and plan YOS opportunities as well as plan and manage the YOS budget in conjunction with the Executive Director. This position is appointed by and reports to GPT's Executive Director with approval by GPT's Board of Directors and Executive Committee.

**MISSION:** We connect, create, and inspire communities through theatre.

#### **QUALIFICATIONS**

- Education or theater education experience is required.
- Proficient organizational and administrative skills.
- Proficient verbal and written communication skills.
- Adaptable to technology and its application.

#### **EXPECTATION**

- Part-time stipend position - 10-15 hours per week
- Flexible Hybrid work schedule
- Occasional In-Person weekend and evening commitments

#### **RESPONSIBILITIES**

- Responsible for planning and coordinating the Youth On Stage program.
- Collaborate on and implement a budget for the YOS program season.
- Work with Artistic Director to ensure high production quality in programming.
- Coordinate staffing and space needs for YOS, including but not limited to directors, instructors, and camp counselors.
- Collaborate with Executive Director and YOS Steering Committee on the creation and execution of YOS programming for the season (productions, camp, classes, etc.)
- Collaborate with the Executive Director to create and mentor a Youth On Stage team for contingency purposes, fostering and maintaining positive relationships and a team-oriented environment.
- Maintain all digital YOS assets, including student and parent rosters, on GPT's G-Suite Youth On Stage Shared Drive.
- Ensure the health and safety of all YOS participants.
- Understand GPT policies and maintain adherence among staff, students, parents, members, and volunteers involved with YOS.
- Foster and encourage parent involvement in YOS programs and productions.
- Engage with all levels of YOS, including season planning, productions, camp, and educational showcases.
- Collaborate with Executive Director, Board of Directors, Executive Committee, and Financial Manager to forecast expected revenue for the annual July 1<sup>st</sup> – June 30<sup>th</sup> fiscal year budget.
- Collaborate with GPT's Finance Manager on a regular basis to ensure the program remains financially viable.
- Use [youthonstage@gpt.org](mailto:youthonstage@gpt.org) e-mail address for any and all internal and external communications regarding YOS management.
- Collaborate with GPT's IT Manager and Information Technology Committee Chairperson on creating and maintaining data and information on GPT's G-Suite Youth On Stage Shared Drive.
- Maintain all records, documents, processes, and procedures relating to Youth On Stage on GPT's G-Suite Youth On Stage Shared Drive.
- Present written biannual updates to the Board of Directors on the state of the program.

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