



RED EAGLE SOARING PROGRAM MANAGER JOB DESCRIPTION

Red Eagle Soaring (RES) is a 501(c)(3) Non-Profit Native Youth Theatre that specializes in building self-confidence and clarity of expression for Native youth ages 10-19 in Seattle and artistic & professional development of Alumni ages 20 plus in King County, Washington.

The following is the job description for **PROGRAM MANAGER (PM)**.

HOURS & RATE: 30 hours per week (40 hours per week starting with Station Space opening Fall 2023) \$22/hr. on calendar year, with annual evaluation.

Hours are flexible at discretion of Executive Director/Artistic Director, but will mostly encompass daytime or evening hours, as well as specific performance times.

Native/First Nations/Indigenous candidates highly encouraged to apply.

PM Duties:

- Managing and completing everyday tasks that support the work of the organization and its programming, as assigned by Executive Director.
- Working under the direction of the Artistic Director to execute program implementation and logistics, including outreach, enrollment, transportation, scheduling, safety/health protocols.
- Responsible for data collection and tracking with youth participation for reporting purposes.
- Engages parents and guardians of youth with regular programming focused communication.
- Assisting with the planning and execution of public performances.
- Shared responsibilities with Artistic Director include programming and seasonal planning, curriculum building, youth/community engagement, oversight of teaching artists and YTT (Alumni program) mentorship opportunities.
- Duties assigned by Artistic Director and/or Executive Director
- Responsible for facilitating implementation of Programming under the direction of the Artistic Director and/or Executive Director

PM Qualifications:

- Detail oriented with strong writing and communication skills.
- Is able to work in a fast paced environment and multi-task duties.
- Is able to work with youth and young adult performers.
- Has a strong interest (or background) with non-profit work or theatre.

- Successful candidates are generally currently enrolled in a college program with an emphasis in theatre, arts, music, dance, or Native American studies.
- Candidate is technology savvy and can do basic computer work and photography.
- Strong organizational skills, motivated work ethic, self-directed and positive demeanor are imperative.
- Creative towards teaching and enhancing youth theatre.
- Desire (or background) of working within a Native community.

Please submit letter of interest, resume and three (3) references to:

Red Eagle Soaring
c/o Russell Brooks (Executive Director)
108 S. Washington #308
Seattle WA 98104
russell@redeaglesoaring.org

In the letter of interest, please detail experiences and goals. Works samples are also welcomed.

Position open until filled. (as of 6/23)