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)