

Mosaic Youth Theatre of Detroit

Program Coordinator, Mosaic First Stage

JOB POSTING

Qualifications

- Bachelors degree
- 2-4 years experience working with youth ages 11-18
- Knowledgeable in Word, Excel, Social Media and Explorer
- Organized, disciplined and professional
- Member of professional organization or other evidence of on-going professional development

Job Description

Responsible for coordinating all logistical aspects of Mosaic First Stage program, as well as supporting the physical, emotional and academic well-being of First Stage Young Artists. Organizes Young Artist recruitment efforts for programs. Organizes auditions. Facilitates parent, Young Artist and/or advisor meetings. Manages all communications with parents, Young Artists and advisors for the First Stage program both written and verbal. Collects and tracks tuition payments for fee-based programs. Coordinates logistics for First Stage showcases. Chaperones and drives Young Artists in Mosaic approved vehicles during First Stage fieldtrips.