



Hyde Square Task Force | Theatre Programs Coordinator

Hyde Square Task Force (HSTF) is an award-winning creative youth development organization based in the Hyde–Jackson Square area of Jamaica Plain/Roxbury, known as Boston's Latin Quarter. Founded in 1991, HSTF now engages close to 600 youth ages 6–25 in college and career preparation, Afro-Latin arts and cultural enrichment, and community-building initiatives. In doing so, we ensure that youth have the arts and educational opportunities they need and deserve in order to be successful and that their voices and cultures are valued and celebrated in Boston's Latin Quarter and beyond. Our mission guides our work: to amplify the power, creativity, and voices of youth, connecting them to Afro-Latin culture and heritage so they can create a diverse, vibrant Latin Quarter and build a just, equitable Boston.

Position: Theatre Programs Coordinator, a full-time position, reporting to the Deputy Director.

Position Overview: The Theatre Programs Coordinator is primarily responsible for delivering high-quality, Afro-Latin theatre instruction to youth in grades 8-12 in the Jóvenes en Acción (JEA) program. The Theatre Programs Coordinator fosters a cohesive ensemble of youth ambassadors of Afro-Latin arts in Boston's Latin Quarter and beyond; cultivates young people's theatrical and performance skills; and exposes them to Afro-Latin theatre styles, traditions, and plays/playwrights. As opportunities arise, they are responsible for delivering theatre enrichment programming to children and youth, both within HSTF and in the community. The Theatre Programs Coordinator supervises and works alongside Theatre Teaching Artist(s) to meet youth artistic skills and annual program goals. They are also integral to Hyde Square Task Force's Programs Team, working collaboratively with all team members to ensure JEA youth receive the support they need to thrive. The Theatre Programs Coordinator represents HSTF at external meetings with allied organizations, coalitions, forums, and networks that reinforce and promote HSTF's mission and programmatic goals.

Because of the changing nature of the COVID-19 pandemic, there will be a level of flexibility needed for this position as we may need to switch between in-person, hybrid, or fully remote programming.

Jóvenes en Acción/Youth in Action (JEA):

- Supervise JEA's Theatre Teaching Artist(s) and work collaboratively with them to teach youth (grades 8-12) various Afro-Latin theatre forms and techniques.
- Create, refine, and implement high-quality theatre curricula with an Afro-Latin focus that incorporates cultural traditions and a social justice lens, built on best practices in the creative youth development and arts education fields.
- Ensure that all curricula and activities promote positive youth development skills and outcomes, including but not limited to: critical thinking, problem-solving, teamwork, self-worth, confidence, conflict resolution, and reflection.
- Help program participants discover and shape their artistic and cultural identity through creative exploration and inquiry.
- Implement artistic evaluations to assess participant growth, including recommendations for improvement.
- Supervise all activities related to JEA's theatre team, including classes, workshops, external performances, and other commitments as they arise.

- Communicate with participants and their families regarding events, program attendance, and overall participant involvement. Communicate with other providers as needed.
- Monitor spaces for JEA participants before JEA programming begins.
- Work with other arts staff to plan and implement collaborative artistic projects, performances, and events as appropriate.
- Work closely with education staff to ensure JEA youth stay on track academically.
- Work closely with other JEA staff to monitor program participants' overall well-being, performance, strengths, and challenges.
- Attend training, conferences, and community meetings relating to out-of-school time and creative youth development programs for youth.
- Maintain a functioning, safe, positive space for youth, ensuring all needed areas and supplies are available and maintained.

Enrichment Programming:

- Create, refine, and implement high-quality theatre curricula with an Afro-Latin focus for children and youth that incorporates cultural traditions, built on best practices in the creative youth development and arts education fields.
- Communicate with participants and their families regarding events, program attendance, and overall participant involvement.

Administrative Responsibilities:

- Ensure all necessary program data is collected and entered into the database, continuously updating the HSTF Salesforce database in real-time with JEA theatre attendance, artistic assessments, one-on-one sessions, etc., to track youth data and progress toward youth and programmatic goals.
- Ensure all program curricula and activities align with organizational goals.
- Work collaboratively with the Development team to craft, update, and report on funding proposals, and provide helpful anecdotes and information that enhance funding and reporting submissions.
- Document all new curricula and enhancements for ongoing HSTF use.
- Submit all program data and reports in a timely manner.
- Continuously support all youth program activities (orientation, team building, etc.).
- Support and participate in various organizational activities (staff meetings, staff committees, events, workshops, etc.) throughout the year.
- Participate in recruitment efforts at schools, community events, etc. by making presentations and providing theatre specific workshops.
- Carry out theatre annual planning, budgeting, and reporting.
- Ensure compliance with all funder and grant requirements for JEA/Arts programming, including: grant reporting, data collection on Salesforce database, etc.

The above is not an exhaustive list of every duty and responsibility required. Other duties will be assigned as needed.

Qualifications:

Experience

- Three or more years of professional experience, with specific experience in youth theatre instruction, culturally relevant curriculum design, staff or volunteer supervision, and classroom and group management.
- Demonstrated knowledge of arts education, creative youth development, or positive youth development.
- Expertise in Afro-Latin theatre preferred.

Skills

- Possess an energetic teaching style.
- Able to balance multiple priorities.
- Able to work independently and as part of a team.
- High computer literacy, including MS Office Suite, Google Suite, and Salesforce (preferred).
- Able to meet deadlines and ensure completion of projects on schedule.
- Extremely organized, reliable, punctual, accurate, and detail-oriented.
- Outstanding communication and interpersonal skills.
- Excellent written and verbal communication skills.
- Bilingual English/Spanish preferred.
- Able to work and communicate effectively and respectfully with youth and adults of all cultural and socioeconomic backgrounds.
- Commitment to positive youth development or creative youth development.
- Able to work with efficiency, flexibility, and good humor.
- Ability to remain focused in the face of pressure, delivering against timelines without being intimidated by tasks/time limitations.

Personal Attributes

- Must be passionate about HSTF's mission and impact
- Ability to spark imagination and creativity
- Commitment to equity and inclusion
- Flexibility to work hours as program/organizational needs change (includes evenings and occasional weekends)

Education/Training

- Bachelor's degree required; comparable work experience can be substituted.

Other

- Successfully pass CORI and SORI background checks.
- Must be authorized to work legally in the United States.

Salary: \$45,000 to \$55,000 commensurate with experience. Benefits include: medical and disability insurance, parking, vacation time, personal days, paid holidays, paid week off December 24th - January 1st, sick time, 403(b) program, and a supportive work environment.

How to apply:

Interested candidates should submit their resume, cover letter, and 3 references on or before November 30th, 2022 to TheatreCoordinator@hidesquare.org. Please include the position, *Theatre Programs Coordinator*, in the subject line of the email. **No walk-ins or phone calls please.**

Hyde Square Task Force is an equal opportunity provider and employer. We value having a diverse staff who are representative of the community we serve and bring to our organization a variety of traditions, experiences, and points of view. Individuals of all backgrounds are strongly encouraged to apply.