



**Theatre Department Program Manager  
Part Time - BSA Foundation Employee**

The Baltimore School for the Arts Theatre program is seeking a Theatre Department Program Manager. This is an academic year (34 weeks) position at 20 hours per week. The Theatre Program Manager will be considered a BSA Foundation employee.

**Job Description**

The Theatre Department program manager will assist and have a close rapport with the department head and production manager in conducting the day-to-day operations of the theatre program.

The program manager should be familiar with the theatre industry and have a working knowledge of either acting, stage design or theatre production and have excellent communication and organizational skills. Advanced knowledge of G Suite, Google spreadsheets, and a general ability to assimilate new computer management systems is important.

**Duties / Responsibilities**

The program manager's responsibilities include, but is not limited to, helping to manage attendance and posting grades as well as the scheduling and organizing of parent/teacher conferences, master classes, and field trips. The program manager also communicates regularly with students and families and keeps lines of communication open between faculty, administration, students and their parents/guardians. A further responsibility is the management of the box office of all Theatre Department's productions. Both high school and TWIGS auditions are managed by the program manager as well.

Interested applicants should send a cover letter and resume to Becky Mossing, incoming Theatre Department Head, [bmossing@bsfa.org](mailto:bmossing@bsfa.org).

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*The Baltimore School for the Arts actively strives to be a diverse and inclusive community in its educational, admission, and employment practices. We do not discriminate on the basis of race, color, national or ethnic origin, age, religion, sexual orientation, gender identity and/or expression, disability, or any other characteristic. We seek candidates who demonstrate sensitivity, knowledge, and understanding of the diverse backgrounds of community members; have an ability to work flexibly, independently, and collaboratively in a fast-paced environment with individuals from a diverse set of backgrounds; and have a capacity to serve as a model of openness, generosity, and acceptance.*