Program Manager - Temporary Full-Time

($2,920 monthly salary + health/vision/dental insurance) ($35,000/year equivalent)

October 15th, 2020 to May 31st, 2021

The Program Manager oversees Trike’s 360 Trike-sperience (360 Ts) and Courage to Act Program (CAP) PreK Residency. Your hours will vary depending on the program’s schedule. Hours will be approved by the Artistic Director.

Reports to:  Primary: Artistic Director
Secondary: Executive Director

360 Trike-sperience (360Ts)

Administrative:
- Coordinate the supplies (sourcing and buying supplies) ensuring that it stays within budget.
- Manage process of organizing materials, following timeline, execute box building process.
- Communicate internal process and project needs with Trike staff (verbally and in writing).
- Coordinate the delivery of 360Ts to Springdale PreK and K students and teachers.
- Coordinate the distribution of the 360Ts to additional Springdale PreK students who are not enrolled in school this year. (This may mean identifying community partners/organizations who serve these families and working with them to distribute 360Ts.)
- Coordinate 360Ts master calendar.
- Coordinate the Live-with-Trike workshops with teachers and families (oversee registration, communication with participants)
- Coordinate the Live-with-Trike Parent/teacher workshops (oversee registration, communication with participants)
- Track people served.
- Coordinate the Watch Me materials sent in from parents/teachers.
- Coordinate the closed captioning translations of the performance videos. (maybe)
- Coordinate the translations of the Parent/Teacher guides. (maybe)
- Assist with the filming of the Pre and Post show workshop videos.
- Maintain program archives and document all 360Ts.
- Generate 360Ts creative ideas for FY22.

Write:
- Help write the 360Ts Parent/teacher guide - in collaboration with the Consultant educator and marketing department.
- Help write Pre and Post video scripts for 360Ts.
- Write grant final reports for the RASO grant and Walmart Foundation grant in collaboration with the AD and ED.
- Write grants for FY22 360Ts productions in collaboration with the AD and ED

Courage to Act Program (CAP) PreK residency

Administrative:
- Coordinate the supplies (buying Story Box supplies, coordinating Story Box supply stuffing)
- Coordinate the delivery of Story Box supplies to Springdale PreK teachers.
- Coordinate the Story Box and Acting Right workshops dates/times with Level 2 and 3 teachers
- Coordinate the Teacher Professional Development dates/times (oversee registration, communication with participants)
- Track people served.
- Coordinate the Professional program evaluation process with Dr. Kristy Scott.
- Maintain program archives and document all CAP PreK Residency workshops and materials.
- Talk with teachers and understand how the CAP PreK Residency will grow for FY22.

Write:
- Write grant final reports for the Arkansas Arts Council grant in collaboration with the AD and ED
- Write Arkansas Arts Council grant for FY22 CAP PreK residency in collaboration with the AD and ED