



CREATING ART THAT CHALLENGES PERCEPTIONS OF DISABILITY

1860 Minnehaha Avenue West, Saint Paul, MN 55104 • PH: 651-209-3575 •
www.interactcenter.com

Since 1996, Interact's mission to create art that challenges perceptions of disability has redefined who is included in creating the artistic vocabulary. Our entourage of 100+ actors and visual artists with disabilities creates all original work, sustains rigorous professional standards, and explores ideas through the lens of the entire spectrum of disability labels. Our uncompromising vision of radical inclusion dissolves concepts of who "can" or "cannot," blending the talents and viewpoints of artists with and without disabilities, and artists from mainstream and marginalized communities. www.interactcenter.org

Job Title: Performing Arts Department and Virtual Learning Manager

Reports To: Managing Director
Artistic/Executive Director

Works With: Director of Licensing and Recruitment, Client Care Coordinators and VA
PA Department Staff (all other staff as required)
Senior Management Team

Direct Reports: All PA Department Staff: currently 6 staff

Status: Full time M-F 8:30-4:30, overtime as required by job
Exempt from overtime rules, benefits eligible.

Direct Client Involvement: Fulfill all duties as direct support professional. Complete all required business and support planning paperwork as assigned

Position Description:

- ❖ This position is accountable to lead and manage the Performing Arts Department at Interact Center and our Virtual Learning Platform. This position requires advanced administrative acumen, the ability to manage budgets, the ability to plan and communicate efficiently, and out-of-the-box thinking. We prioritize candidates that have an active personal arts practice, as this best upholds Interact's organizational values. Candidates with previous stage management and production management experience are especially welcome to apply.

Key Responsibilities:

Department Leadership:

- ❖ Proactively plan, organize, and facilitate day-to-day artistic programming with team of other theater department staff artists, overseeing the development and teaching of workshops, performance projects, and devising work.
- ❖ Oversee the performing arts staff, monitor staff performance and expectations, maintain a productive working relationship by establishing an engaging and enthusiastic workplace.

- ❖ Manage production budgets including any Equity actors, theater and equipment rental, guest artists and technical aspects of the production.
- ❖ Oversee the production stage manager
- ❖ Manage the department budget, including tracking receipts, submitting reimbursements, and check requests.
- ❖ Act as the department liaison to facilitate inter-department and organization wide communication as it pertains to clients, day-to-day running of Interact, budget meetings, artistic collaborations, productions, and exhibitions.
- ❖ Update social media with current events to increase the visibility of the organization and events locally and regionally, actively promoting the mission of the Interact.
- ❖ Approve and submit time sheets, track sick and vacation time and arrange for substitute coverage as needed. Ensure all staff and subs are up to date on licensing standards and that the appropriate staffing ratio is maintained at all times.
- ❖ Reach out to other artists to serve as guest artists, handling all communication, budget, and contracts.

Virtual Learning Manager:

- ❖ Scheduling weekly online classes for the entire organization. Work with department managers to create new classes, schedule ongoing classes and survey artists for response to classes offered and those desired.
- ❖ Coordinate technology needs with the artists.
- ❖ Join online classes for staffing ratio as needed. Work with the VA and PA department managers on duties for online staffing including attendance, leading discussions, and teaching classes.
- ❖ Reach out to area other artists to serve as guest teachers for online classes. Handle all paperwork in hiring guest artists.
- ❖ Other duties as needed and/or assigned.

Direct Artist Care:

- ❖ Serve as key advocate for an assigned group of client artists with a broad range of disabilities, including but not limited to cognitive, physical, developmental disabilities and mental illness. Serve as a mentor and instructor for client artists; assist client artists with their daily artistic and personal need, set annual goals, and maintain monthly logs for each client. Uphold organizational system for client information and maintain confidentiality per HIPAA and DHS rules and regulations.
- ❖ Work closely with the Client Care Coordinator to identify client artist needs and challenges, providing support and redirection as necessary.
- ❖ Participate in all required social services and state licensing training including but not limited to: CPR/AED and first aid training, bloodborne pathogens training, and medication certification (when applicable). Follow all policies and procedures to ensure client artists are in a safe and supportive environment at all times.
- ❖ Remain professionally connected with the larger theatre community, integrating Interact's work with the mainstream arts community.
- ❖ Demonstrate oral and written communication skills with colleagues, artists, families, health professionals, community agencies, and units of government.
- ❖ Ability to work with people from diverse racial, ethnic, and economic backgrounds.

Other Duties (included, but not limited to):

- ❖ Production and stage management of annual performance, and other outside contracted performances. We have a stage manager so this position is not responsible for all productions but may need to manage some.
- ❖ Manage grant projects including hiring and overseeing all guest artists, act as liaison with any partner organizations, manage the budget, prepare and execute all contracts, communicate with staff, artists and families about the program.
- ❖ Serve as a member of the Senior Management Team. Attend weekly meetings

Qualifications:

- ❖ MFA, BA, and other related experience.
- ❖ Candidates will ideally have an active artistic practice of their own, with a strong stage and/or event management background.
- ❖ 1-3 years supervisory experience.
- ❖ Proficient in Microsoft Office Suite and Google platforms
- ❖ Ability to work collaboratively as part of a team environment, strong interpersonal skills required.
- ❖ Ability to work quickly, managing multiple projects and priorities.
- ❖ All candidates must pass a required background check prior to hiring.
- ❖ Have a professional connection to the larger theater community.
- ❖ Demonstrate oral and written communication skills with colleagues, artists, families, health professionals, community agencies, and units of government.
- ❖ Ability to work with people from diverse racial, ethnic, and economic backgrounds.

Salary and Benefit Summary:

This position will pay in the range of \$45,000 to \$50,000 depending on qualifications.

Interact provides 70% of the employee's medical and dental premium for full time employees. After 12 months, Interact provides a match of up to 3% of the employee's salary into a 403(b) plan. We offer 15 days of paid vacation time per year for all regular full-time employees, increasing accrual with tenure. We also recognize 10 paid holidays each calendar year. Regular full-time employees earn one sick day per month.

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- ❖ Please send a professional resume, letter of interest and 3 references to Glenis Zempel, Managing Director at operations@interactcenter.com. No phone calls or drop-ins, please.
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