

Program Administrator

Tree House Youth Theatre's mandate is to create extraordinary theatrical experiences for young performers in Central Alberta.

The Program Administrator position provides the overall administrative management to Tree House Youth Theatre. This position reports to the TYHT Board of Directors and works alongside the Artistic Director.

Outcomes	
Develop community relations and marketing	Fund development and financial management
<ul style="list-style-type: none">• Represent THYT to a variety of stakeholders including parents, sponsors, THYT Board of Directors, and the Central Alberta community• Maintain and enhance THYT website and social media presence• Volunteer management (records, recruiting, appreciation)• Plan THYT events (AGM, performances) and communications (annual report, newsletters, donor recognition)• Monitor and respond to THYT inquiries via email, phone and mail• Develop and execution of THYT marketing plan and PSA's	<ul style="list-style-type: none">• Process and monitor registrations and ticket sales• Research funding opportunities and develop grant/sponsorship applications• Planning and execution of fundraising events, liaison with AGLC• Work with THYT Treasurer to maintain accurate financial records• Works alongside the AD to develop program costing structures and budgets to be presented to the THYT Board of Directors

Experience and Qualifications:

- Experience in event management
- Strong written and oral communication skills
- Experience working with non-profit organizations
- Computer software knowledge in Microsoft office and Simply Accounting
- Experience in web design and graphic design would be an asset

Successful candidate should ideally be an active member of the Central Alberta arts community. This is a contract position requiring an estimate of 40 hours per month. Compensation to be determined based on experience and qualifications.

Please submit your cover letter and resume to treehousetheatre@gmail.com by 4pm July 3, 2015.