

Executive Producing Director TRYPS Institute

Stephens College is seeking a full-time Executive Producing Director to assist the Executive Artistic Director with the everyday functions of TRYPS Institute.

Schedule: Monday through Saturday, 9am-6pm, with extended hours detailed below

Responsibilities:

1. Business Manager

- Manage the box office and on-line ticket sales
- Manage payroll
- Manage enrollment, tuition and purchasing for school, camp and productions
- Bookkeeper/Account Manager
- Reconciliation with Accounting and CFO
- Weekday School Booking Manager
- Campus space reservations
- Assist with interviewing, supervision and training of staff
- Computer maintenance
- Van maintenance

2. Marketing Co-Director

- Designer: Production program, website, digital display, eNews, press releases
- Advertising and marketing designer and copy liaison
- Special Event coordinator

3. Productions Assistant

- Production poster design
- Digital background design
- Orders, shipping and receiving
- Online web research of equipment
- Load-In/Strike – may require weekend and evening hours

4. Education

- Camp/Class Co-Principal – daily hours altered to mirror programming schedule
- Driver – After school, Special Events, etc.
- Educational materials designer
- Study guide co-editor
- Substitute teacher when needed

5. Attend mandatory campus all staff/faculty meetings and events as scheduled

6. Extended hours of operation

- 5-6 Production weekends: Thursday – Sunday
- 3 sessions of classes: Saturday mornings

- 6 weeks of camp: extended days Monday – Friday
- 6-8 Play days: Extended days
- 2 Fundraisers: Sunday Tea Parties

Qualifications:

- Bachelor's degrees in Communications or marketing
- 3-5 years' experience in:
 - Bookkeeping
 - Digital design, web and video
- Valid driver's license and meet and maintain Stephens Driver Qualification and Vehicle Safety Policy

Stephens College offers excellent benefits, including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and College-paid retirement plan

To Apply: Qualified applicants should submit a cover letter that addresses how your experience qualifies you to meet the responsibilities of the job, resume and names of at least three professional references to humanresources@stephens.edu and complete an on-line [Stephens College application](#).

The successful candidate must pass a college background check.

EOE A diverse community on campus is valued

Smoke Free Campus