**WDCSP Workshop Coordinator**

* Stipend: $1,000
* Reports to: Education Director
* Active Responsibility Time: June 20th- July 7th
* Workshop Time Frame: Workshops will take place during daytime rehearsals, which are held Monday- Thursday June 20th- July 7th. They will be approximately 1 hour in length, one in the morning and one in the afternoon.
* Requirements
	+ Experience working with children 4-13.
	+ Experience with various areas of theatre including but not limited to: acting, dance/movement, props/scenery, theatre education, and improvisation.
	+ Must be well organized, flexible, and display a calm and kind demeanor conducive to working with young children and support staff.
	+ Educational Experience preferred and not required.
* Responsibilities
	+ Be present for and coordinate 18 workshops during the daytime rehearsals.
	+ They will attend the teen Meet and Greet to make connections with the teen volunteer.
	+ They will develop a workshop schedule with both the Children’s and Junior director in coordination with the Education Director. This schedule must be agreed upon June 1st.
	+ They will coordinate with other staff members on the execution of the workshops on they will be utilized during the workshop time.
	+ They will coordinate with the Education Director on worthwhile experiences for the workshops. This includes but not limited to appropriate topics, materials needed, workshop layouts, and guest workshop artists.
	+ They will be present for a pre-season meeting with the Education Director to discuss the details of the program (scheduling, areas of the school to use, materials available, etc).
	+ Will coordinate with the Education Director and the Executive Business Director on the best way to utilize the Educational Budget of $250, this is may be used for materials, guest artists, and other expenses.
	+ They will be present for a post season meeting with the Education Director to discuss the workshop program and their future with the WDCSP.
	+ They will coordinate with the Volunteer Director on how to best utilize interested volunteers.
	+ They will be present for and participate in WDCSP summer fundraisers and productions. This includes and is not limited to: the Children/Jr. shows, the Senior Show, the Bowling Fundraiser, and the Cabaret.