

Job Title: Enrichment Instructor (Spring Tour Coordinator)

Organization: ACHS Theatre Arts

Project: *The Story Weavers* Touring Children's Theatre

Reports to: Summer Heartt, Program Director

Role Overview

The Enrichment Instructor - Spring Tour Coordinator will serve as the primary bridge between *The Story Weavers* and our partner elementary schools. This role is perfect for an organized, detail-oriented individual looking to gain experience in **arts management, tour booking, and educational outreach**. The primary goal is to ensure that the five-day tour is fully booked, the schools are prepared, and the performers have everything they need to succeed.

Key Responsibilities

1. Scheduling & Booking Management

- Manage the tour master calendar and fill all available AM/PM slots for the show tour window.
- Act as the main point of contact for Principals and School Secretaries.
- Send timely confirmation emails and follow-up reminders.

2. Logistics & Communication

- Distribute the "Tech Rider" to school facilities teams and ensure they can meet our space/power requirements.
- Collect "Day-of" contact information (e.g., cell phone numbers for custodians or on-site leads).
- Create a daily "Tour Sheet" for the performers with school addresses, parking instructions, and performance times.

3. Marketing & Outreach

- Assist in sending out the initial invitations and follow-up "nudge" emails to local schools.
 - Coordinate the distribution of "Save the Date" flyers or digital materials to participating teachers.
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Qualifications

- **Highly Organized:** You love a good spreadsheet and never let an email go unanswered.
- **Effective Communicator:** You can speak professionally with school administrators and warmly with artistic staff.
- **Problem Solver:** You can stay calm if a school's cafeteria schedule changes at the last minute and help find a solution.
- **Passion for the Arts:** An interest in theater and its impact on early childhood education.

- **Tech Savvy:** Familiarity with Google Workspace (Docs/Sheets), email platforms, and basic sign-up tools (e.g., Sign-up Genius, Google Forms).
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Time Commitment & Compensation

- **Dates:** Spring Semester
- **Hours:** Approximately 10 hours per week (Flexible/Remote-friendly, with some "on-call" availability during the tour week).
- **Pay:** \$26/hr.