

School Manager

Paramount School of the Arts /Aurora Civic Center Authority (ACCA), an innovative organization located on Stolp Island in the Fox River in the heart of the richly diverse community of historic Aurora, Illinois (one hour from downtown Chicago), is seeking a School Manager. ACCA is the parent organization, which also includes a 501(c)3 arm under the name of Paramount Arts Centre, Inc. It operates four performance venues: the 6,000-person RiverEdge Park, the 1,843-seat landmark Paramount Theatre, and the 165-seat, newly renovated Copley Theatre, and the brand new Stolp Island Theatre: a 9,000 square foot development that includes an intimate 98-seat 4,600-square-foot theater. ACCA produces and presents over 500 performances each year, including star-studded touring productions, a self-produced Broadway Series of musicals (which has the largest theater subscription base in the country) and the self-produced Bold Series for an annual audience of 350,000 patrons from over 250 communities. ACCA proudly operates the Paramount School of the Arts in the new John C. Dunham Aurora Arts Center, right next door to Paramount Theatre in downtown Aurora. Paramount Theatre also hosts free community events, \$1 Classic Movie Mondays and its opulent interiors provide a spectacular backdrop for private functions such as wedding receptions or corporate galas. Across the street from Paramount Theatre are the gorgeous Meyer Ballrooms, which play host to multiple wedding receptions and rental events throughout the year.

Paramount School of the Arts/Aurora Civic Center Authority is committed to being a defining catalyst for personal and community transformation by:

- making the performing arts accessible for every age and socioeconomic background,
- introducing the magic of live theater across generations to encourage expansive imaginations and broad views of people and the world,
- and contributing to the future stability and growth of Aurora's downtown.

The highest purpose of any theater is to inspire its community toward a more perfect humanity. Such humanity can exist only when every member of the community is included and valued, empowered and heard. To express this truth, ACCA commits its leaders, volunteers, artists and staff to the active, continual and accountable pursuit of the following principles: equity, inclusion and diversity.

DEPARTMENT – Education and Community Engagement

DIRECT REPORTING – Director of Education and Community Engagement

WORKS CLOSELY WITH – Education Manager, Engagement Manager

POSITION STATUS & SCHEDULE –

Full time exempt; generally 8-9 hour days Monday-Friday; School year evenings are required, Summer day time hours are required, weekend events will be required as scheduled.

COMPENSATION –

Annual salary of \$52,000 with excellent benefits package including health, paid time off, and 401k

HIRE DATE – Immediate

POSITION SUMMARY – The School Manager will be the primary contact for students and families of PSA. They will manage the school as a space for PSA programming as well as other ACCA events as needed making sure that PSA is an accessible and safe space for creating and learning.

GENERAL RESPONSIBILITIES – The School Manager will be responsible for all accounts receivable reporting to the accounting department, scheduling of the schools' group and private classroom spaces, managing daily operations of PSA and ensuring that PSA complies with all safety protocols.

KEY RESPONSIBILITIES –

- Represent Team PSA on the Safety Committee for ACCA
 - Lead the admin team and collaborate with the Education Manager on safety training for teaching artists
- Review trimester class offerings and plan a schedule of each classroom space to fulfill the needs of each class every trimester
 - This includes other department requests for use of PSA space
- Create a weekly admin team schedule for check in and out times (camp lunches during summer) to ensure that needs of school are met with the demands of each team member's other duties for the department
- Communicate weekly schedules to operations and janitorial departments with details of space usage
 - Including additional events outside of weekly classes/camps
- Supervise classroom set-up and clean-up (daily, weekly, by event etc.)
 - Process room request forms from teaching artists and other departments
 - Monitor all maintenance requests and make sure to submit work orders to the Operations and Janitorial Departments
 - Schedule trimester punch list repairs
 - Schedule trimester deep cleans
- Conduct trimester audit/inventory of general classroom supplies and create an order list to keep classrooms fully stocked
 - Collaborate with Assistant Education Manager on special requests outside of our standard neutral settings etc.
- Collaborate with the Accounting Department on merchandise inventory audits monthly
- Share daily cash/credit reports with Accounting Department
 - Send weekly to the Accounting Department on Fridays
- Handle requests from Accounting Department in collaboration with Director
 - Revenue grid reporting after every class, private lesson, & event completion date
 - Track and monitor outstanding accounts receivable reports and follow up on overdue balances weekly
- ASAP s Data Entry
 - Manage ASAP data entry and clean data
 - Ensure courses, classes, are current
 - Monitor duplicate accounts of students/families
 - Conduct trimester audit and organize dedupe/cleanup each trimester
- Manage parent/student communications:
 - Event announcements
 - Follow-up emails-
 - Develop a follow-up strategy and manage the completion of each follow-up period
- Manage and Upkeep Trimester Cheat Sheets
 - Ensure accurate and up to date information daily
 - Monitor for changes frequently
- Parent/Student liaison in collaboration with the team
- Share teaching and event staff responsibilities as needed
- Represent PSA at festivals, fairs, First Fridays, and other community events as needed
- Handle parent feedback and questions
 - Distribute and collect end of class/camp/lesson surveys and share data with team
 - Track surveys sent on the Cheat Sheet
- Collaborate with other management team members on marketing materials and content creation
 - Proofread marketing materials
 - Create assigned organic social media posts in timely manner
 - Provide feedback on other team members' content in timely manner
- Cover administrative shifts as needed throughout each trimester
- In collaboration with the Education Manager, observe and evaluate teachers:
 - With the Director and other management team members, attend scheduled and complete teacher observation days and end of the semester evaluations
- Facilitate private lesson scheduling and offerings
 - Track all inquiries from initial contact through to final lesson

- Work with private lessons Teaching Artists to ensure students are attending their lessons etc.
- Other duties as assigned

In addition to the duties listed above, ACCA expects the following of each employee: adheres to ACCA's policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets productivity standards; participates in ACCA events as needed or required; and completes other duties as assigned.

HOW TO APPLY

Please submit a cover letter and resume using the online job application at <https://paramountaurora.com/opportunities/> or click on the link below.

[APPLY FOR THIS JOB ONLINE](#)

Or mail/drop off to: Aurora Civic Center Authority, ATTN: (Jessica M Duplessis) 8 East Galena Blvd., Suite 230, Aurora, IL 60506

ACCA is an Equal Opportunity Employer committed to creating a diverse and inclusive environment, and applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability status, marital or familial status, veteran status, or any other characteristic protected by law. ACCA encourages people of all backgrounds to apply, including people of color, women, LGBTQ individuals, people with disabilities, veterans, and others who are eager to help us achieve our vision of a diverse and inclusive community.

ACCA participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, ACCA is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating the employment. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.