



1539 Funston Avenue, San Francisco, CA 94122

P: 415.753.3737 F: 415.731.9274

501©3 Tax ID: 94-3234775

[www.kidstockinc.org](http://www.kidstockinc.org)

**JOB DESCRIPTION**  
**PROGRAM DIRECTOR**

30-40 hrs/wk

Pay - Salary

## **Organization**

Kid Stock, Inc. has been bringing its unique brand of performing arts education to children throughout the San Francisco Bay Area and Marin County for over thirty years. Under the banner "Everyone Shines!" Kid Stock uses the platform of musical theatre as a way to build self-esteem and encourage self-expression in children of all ages, abilities, and backgrounds.

## **Position Description**

Reporting to and in partnership with the executive director, the program director is responsible for the successful leadership and management of Kid Stock's performing arts education programs in accordance with the strategic direction set by the board of directors and executive director.

## **Responsibilities**

- *Program Planning and Management*
  - Oversee the development, planning, implementation, and evaluation of Kid Stock Inc.'s in-school, after-school, and summer programs.
  - Ensure the programs offered by Kid Stock Inc. contribute to the organization's mission and reflect the priorities and approved budget of the board.
  - Using the most up to date standards and practices required by law, manage all administrative operations related to Kid Stock Inc.'s programs, including program proposals, program agreements, facility agreements, registration logistics, insurance updates, and any other needed compliance elements.
  - Work with the executive director and program leadership to select each season's production themes and prepare corresponding content (i.e scripts, music, costumes, set, props etc.)
  - Monitor the day-to-day delivery of Kid Stock's programs to maintain or improve quality.
  - Provide weekly program reports to executive director.
- *Human Resources*
  - Recruit, interview, and select qualified program instructors and staff to ensure all programs are fully staffed at all times. Personally fill in as an instructor as needed.
  - Negotiate staff agreements within allotted program budget and ensure that all program instructors and staff receive and complete all employee compliance paperwork, orientation, and training.
  - Plan and implement high-quality training and professional development systems for all program instructors and staff.



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- Supervise and coach program instructors and staff using a performance management process that includes regular performance monitoring.
- Implement disciplinary procedures for program instructors and staff when necessary, using legally sound practices.
- Make promotion, reassignment and/or release recommendations to the executive director.
- Recruit, select, on-board, train, and develop needed volunteers to support Kid Stock's in-school, after-school, and summer programs.
- *Financial Planning and Development*
  - Work with executive director on seeking and securing program-related sponsorships, grants and contributions.
  - Provide executive director with program related annual budget request.
  - Keep executive director apprised of ongoing program-related budget issues.
  - Manage program budget and resources in a responsible manner.
  - Serve on specific fundraising event committees as appropriate.
- *Marketing and Communications*
  - Represent Kid Stock Inc. at community activities to enhance the organization's community profile and share information on programming and foundation events.
  - Establish good working relationships and collaborative arrangements with community groups, media outlets, funders, and other agencies.
  - Oversee the development and preparation of marketing materials for programs, exhibitions, and assigned events.
  - Conduct program related presentations to community organizations when needed.

### **Qualifications**

- BA (required), MA (a plus)
- 3-plus years teaching experience **teaching**, or equivalent experience
- Demonstrated excellence in organizational, managerial, and communication skills