



**JOB DESCRIPTION: Academy Director, Arcade Comedy Theater**

**Location:** Pittsburgh

**Type:** Part-Time (average 15 hours/week)

**Compensation:** \$25/hour

**Min. Experience:** 3-5 years in program management, customer service, or arts education

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**About Us:**

Arcade Comedy Theater is a 501(c)3 non-profit theater organization located in the heart of Pittsburgh's Cultural District that produces, presents, and educates in the art of comedy. Arcade was founded in 2013 as the city's first non-profit theater exclusively dedicated to comedy, with a mission to strengthen and enrich the community through laughter for all. The theater presents a variety of programming 52 weekends a year in improv, stand-up, sketch, and other comedic forms, plus a bi-monthly matinee improv show for kids.

The Arcade Academy offers a wide range of classes for adults, including Introductory and Advanced Improv, Sketch Writing, and Stand-Up Comedy. Taught by talented professional actors and comedians, these classes provide top-tier training in a supportive and fun environment. Each year, the Academy welcomes hundreds of students, playing a vital role in Arcade's mission and contributing approximately 30% of the Theater's operating budget.

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**Position Summary:**

The Academy Director is responsible for overseeing the day-to-day management, scheduling, and operations of the Arcade Comedy Theater Academy, ensuring that our classes are well-organized, high-quality, and meet the needs of our students. This position requires a passion for comedy education, strong organizational and communication skills, and the ability to collaborate with instructors, students, and the theater staff to maintain a thriving learning environment.

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**How to Apply:**

Please submit your resume and cover letter email to [jobs@arcadecomedytheater.com](mailto:jobs@arcadecomedytheater.com) by December 20th. In your cover letter, please address your experience with arts education, comedy training, and how your skills align with the mission of Arcade Comedy Theater and the key responsibilities of this role.

## **Key Responsibilities:**

### **Program Management:**

- Oversee the execution of the Academy annual plan and the development of class curriculum
- Manage the scheduling of all classes and workshops
- Monitor and evaluate the quality and effectiveness of classes, and implement appropriate changes

### **Instructor Management:**

- Recruit, contract, and onboard qualified instructors for various classes and workshops
- Provide ongoing support and guidance for instructors, and oversee instructors to ensure consistency in teaching methods and educational standards

### **Student Support and Engagement:**

- Serve as the primary point of contact for all students, addressing inquiries, concerns, and feedback related to classes and programming
- Foster a positive and inclusive learning environment, including a commitment to adherence to our student code of conduct
- Manage the Diversity Scholarship program

### **Budget and Financial Management:**

- Assist with the creation and management of the Academy's budget, including tuition pricing, instructor compensation, and expenses related to class materials and resources
- Monitor class enrollment and attendance, making adjustments to programming and scheduling as needed to meet financial and operational goals
- Maintain accurate records related to class registration, attendance, and completion

### **Collaboration and Communication:**

- Collaborate with the Executive Director and other theater staff to ensure the Academy's goals and operations are aligned with the mission and operations of the theater
- Communicate with staff and volunteers to ensure that class offerings are promoted to current and potential students
- Attend staff meetings and collaborate with the rest of the Arcade staff on planning and projects as needed

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## **Ideal Qualifications:**

- Experience in arts education, program management, or a related field, preferably in a theater or comedy context
- Strong organizational and project management skills, with the ability to handle multiple tasks and deadlines
- Able to work independently and with a team that works asynchronously

- Demonstrated ability to work collaboratively with instructors, students, and colleagues to create a positive and effective learning environment
  - Excellent communication skills, both written and verbal, with a professional and approachable demeanor
  - Passion for comedic theater and a deep understanding of the educational aspects of improv, stand up, and sketch training
  - Experience with class scheduling software, student management systems, or similar tools is a plus
  - Knowledge of the theater industry and community-building in an educational setting is highly preferred
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### **Additional Requirements:**

- Flexibility to work evenings and weekends to accommodate class schedules and special events
  - Ability to maintain a positive and welcoming atmosphere in a fast-paced, dynamic environment
  - A commitment to diversity, equity, inclusion, and accessibility in all aspects of programming and student engagement
  - Bachelor's degree (or other advanced training) in education, theater, or other related field preferred
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### **Compensation:**

- \$25.00/hour for an average of 10-20 hours per week, totaling approximately 60 hours per month. This role involves regular weekly responsibilities as well as tasks tied to the start and end of each class session
- The Academy Director may have the opportunity to teach courses and workshops through the Academy, with compensation consistent with that of other contract instructors. Teaching hours are not included in the average monthly workload for this role