



JOB DESCRIPTION: PROGRAMMING DIRECTOR

To develop and implement high quality, educational programming for children and their families through education-based programming such as: special events, weekly educational programming, field trips, camps, kids night out, and new evening programming.

Responsibilities:

- Identify, create and implement high quality programming and education-based curriculum for Tiny Town guests, built on innovation, imagination, creativity, critical thinking, and profitability. To include educational programming as well as special event programming.
- Be actively involved with children and families whenever possible, including but not limited too: reading stories, characters visits, volunteer visits.
- Develop, create, and lead an active, creative, profitable, summer camp and field trip programs for children.
- Identify and reach out to community partners to create programming opportunities; build partnerships with volunteers, community members, and other organizations that provide services to children and families; formalize these partnerships with Tiny Town.
- Develop and maintain a calendar of events, budget, and policies and procedures for Tiny Town. Develop and implement a program schedule of activities every cycle; this includes rotations, staffing layout, space schedules, and special events.
- Create and coordinate a marketing plan to draw new customers to TT through programming.
- Regularly communicate with team members, including weekly meetings with your team of 2 and also the leadership team of Tiny Town.

Qualifications:

- Proven experience in programming, preferably in the family entertainment industry.
- Must possess exceptional attention to detail, and excellent verbal and written communication skills
- Loves working with children and their families
- Be a self-starter with the ability to work independently and as part of a team to implement new programming
- Possess organizational skills and be able to meet deadlines
- Must possess the ability to interact with people of all ages and cultural backgrounds
- All Clearances (PA State Child Abuse Clearance, PA State Criminal Background Check, FBI Clearance)
- Education: Bachelors required; Education degree, preferred

Expected Hours:

- Primary hours are weekdays between 8-4pm and additional evening hours as programming develops
- 30-40 hours a week in office, with flexibility to work from home
- Part-time or full-time negotiable
- Develop and lead all programming, Summer Camp, Kids Night Out, and Special Events
- Expected to work all programming events at Tiny Town
- Must work a Team Lead shift at least once a month
- Bring Your Children to work with you negotiable

Pay Range:

- Part-time or full-time options; pay negotiable