

Dandylyon seeks a Creators Program Coordinator

Round out our admin team and support an exciting program that brings performing arts enrichment to elementary schools in the Shoreline School District on week-day afternoons during the school year and Shoreline's Cromwell Park during the month of July.

Candidates should be able to lift heavy objects, have a dependable car and enjoy running errands/making site visits.

Administrative or project management experience and proven attention to detail a must.

This role requires flexible afternoons and does not pair well with other Teaching Artist gigs. Current Dandylyon Drama Teaching Artists and Creative Team Residents are NOT eligible to apply.

How to Apply

Applicants should submit a Cover Letter and Resume **no later than August 21st, 2026** to melani@dandylyondrama.org

Interview Process

First round interviews will be held virtually on or before August 21st based on mutual availability.

Candidates chosen for final round interviews will be held IN-PERSON on either Thursday, August 27th or Friday, August 28th.

Job Title: Creators Program Coordinator

Department: Administrative

Reports to: Artistic Director

Classification: Part-Time .5 (avg 20 hours per week)

FLSA Status: Non-Exempt

Pay Rate: \$22-\$24/hour

Organizational Overview

Dandylyon Drama is an educational non-profit performing arts organization that helps students thrive by shining a light on their unique strengths. Through a variety of exciting theater productions, afterschool enrichment programs, and evening classes, we build a creative, compassionate, and courageous community with you.

Dandylyon Drama's mission is to *grow more creative, compassionate, and courageous people through quality and accessible performing arts education.*

Dandylyon Drama believes in equity, justice and inclusion for all. We actively welcome and include people of all races, socioeconomic statuses, colors, national origins, religions, ages, sexes, sexual orientations, genders, gender identities, neurological and physical abilities, employment histories, citizenship statuses, and education levels. Dandylyon Drama is a non-profit arts organization that operates in King County, occupying land of the Coast Salish, Stillaguamish, Duwamish and Suquamish People.

Location

- Hybrid- 80% from Home, 20% In Person
- Monthly Meetings In Person in Lake Forest Park/Shoreline Area
- Weekly Google Meet Team Meetings (currently Mondays 10am)
- Occasional additional in-person duties will arise

Creators Administrative Coordinator: General Summary

Dandylyon Drama seeks a part-time Program Coordinator with the **energy, administrative and organization skill to track details and handle program logistics**, with a deep commitment to performing arts, education and Dandylyon's mission of inclusively serving our community. A candidate who values a collaborative work environment and lots of flexibility to accommodate a healthy work/life balance. Candidates should be able to lift heavy objects, have a dependable car and enjoy running errands and site visits. We are a 17-year-old non-profit organization moving into our next level of growth by actively seeking a physical space, revitalizing our comprehensive strategic plan, and further investing in our staff.

Program Scope

School Programs

Dandylyon Drama partners with Schools & PTAs to offer **Creators Clubs** in the form of **Storytellers** (Preschool, Kinder through 2nd grade) and **Playmakers** (3rd grade and up) in 8-10 week, one day a week sessions. The Creators Program Coordinator oversees the hands-on preparation for this program.

Performers Productions

Dandylyon Drama partners with Schools & PTAs to offer **Performers Productions**. The Creators Program Coordinator helps with occasional “Front of House” tasks on show days such as welcoming and check-in and the ticket booth.

Community Theatre

Dandylyon Drama offers community theatre opportunities in partnership with local community center space.

Adaptive Theatre

Dandylyon offers Musical Theater Clubs and sometimes productions for Adults with Disabilities.

Summer Camps

Dandylyon Drama offers 7 weeks of summer camps. Our Creators camps (Playmakers and Storytellers) run 4 weeks outdoors at Shoreline's Cromwell

Park. Our CAPE and Performers Camps run 2-4 weeks at a local Shoreline community center. For 2027 Summer we intend for the new Creators Program Coordinator to oversee the Creators Camps and the Performers Production Coordinator to oversee Performers Camps.

General Admin

- Serve on Dandylyon Drama's Admin Team which includes:
 - Artistic Director, Finance & HR Coordinator, Artistic Associate, Registrar & Communications Manager, Performers Production Coordinator, Creators Program Coordinator

- Help update Dandylyon Drama's Google calendar with Program dates/changes
- Update meeting docs prior to the Monday meeting with Creators program needs
- Respond to requests from the Management Team for information, program planning, project proposals, etc.
- Maintain mutually beneficial partnerships and cooperative relationships with other organizations
- Committee coordination for outreach, fundraising, or events
 - As needed, based on strengths and availability
 - Example Committees: Set Up, Clean Up, Concessions, Front of House, Load-Out, Strike, Decor, Annual Gala, etc.
- Perform other duties as assigned to support Dandylyon Drama's mission
- Feel comfortable and confident working within all School Partner's Safety Standards and Dandylyon Drama Policies and Procedures
- Make and report observations pertaining to safety at all site visits
- Submit a yearly background check
- Submit a timesheet every two weeks

Essential Creators Program Coordination Duties

- Be an ambassador and maintain healthy relationships with volunteers, school office staff, etc.
- Confirm with Registrar for each Program
 - Class scheduling and room assignments
 - School procedures for check-in, check-out, safety, etc.
 - Recruitment of Chaperone Volunteers
- Creators Communications
 - Create Welcome Letters
 - Assist with Playbills
 - First day and last day processes
- Coordinate "Creators" program logistics
 - Order or procure supplies
 - Keep Creators Program Tracker up to date
 - Logistic needs, site visits, substitute teachers
 - Pick Up & Drop off of Start of Club & Camp Supplies, Rosters, Teacher Bags in LFP, Shoreline, WA.

- Pick Up & Drop off of the End of Club or Camp showcases Playbills, T-Shirts, Costume Accessories, and light-weight backdrops, etc. in LFP, Shoreline, and Woodinville, WA.
- Be an Dandylyon ambassador and support at the end of club and camp showcases, thanking volunteers, etc.
- Formatting and prepping Rosters from Registrar and prep for 1st day of class and flag important details to Teaching Artist such as:
 - Child No Photo Requests
 - Helping My Child Succeed Feedback
 - Allergies, etc.
- Help Artistic Director and Artistic Associate with:
 - Program Themes, Titles, and curriculum development that is developmentally appropriate for various age groups served
 - Realizing theme costume, prop, and background elements
- Support Financial Admin Coordinator on:
 - Participate in budget reviews for Creators Programs
 - Keep Creators supply budget on track
 - Help with tracking enrollment, ticket sales, audience numbers and supporting schools in meeting ideal class sizes
- Support Creators Teaching Artist, School Partner and Family success by:
 - Order Supplies & Organize TA Supply Bags
 - Email end of program Parent Feedback Surveys
 - Create shareable Google Photo Albums
 - Provide day-to-day administrative needs of the program
 - Communicate compassionately with parents regarding class selection, student, parent, or teacher troubleshooting, or complaints with support from Registrar

Some useful specific skills and experience might include:

- Proficiency with Google Docs, Google Sheets, Google Forms, etc
- Experience with Auctria, Canva, Mail Chimp, Wordpress, 6Crickets helpful
- Detail oriented with excellent project management and supervisory skills
- Excellent communication, organizational, and interpersonal skills
- Ability to work with diverse personalities and workgroups including outside educational institutions and youth of all ages

- Ability to lead through a lens of equity, cultural awareness, and compassion
- The ability to develop and assess arts education curriculum and concepts
- Knowledge of developmental and education theory and the ways in which it interacts with theatre
- Demonstrated skills in budgeting

Our ideal candidate:

- Can lift 20-25 lbs
- Has a dependable vehicle
- Enjoys running errands
- Actually likes engaging with people
- Is equally comfortable working from home and getting dressed up for events
- Enjoys networking and connecting people with resources
- Is comfortable asking for money
- Is a self-starter with good follow-through
- Is interested in personal and professional growth
- Aligns with Dandylyon Drama's belief in equity, justice, and inclusion

Supervisory Responsibilities

This position is not a supervisory role.

Access Needs

Everyone has certain accessibility requirements to succeed. Dandylyon Drama is committed to providing access needs to our staff and community. Please let us know how we can support you and your success.