

Embassy Theatre Foundation, Inc.

Job Description

Job Title: Education Director
Reports To: President & CEO
Classification: Exempt, Full time
Salary Range: Starting at \$60,000

General Description: This position creates and oversees all aspects of year-round arts education programming for all ages. This position plays a leadership role in guiding all new and existing educational programming, including camps, field trips and tours, in-person theater programming and educational outreach for youth and adults. Evening and weekend hours required.

Duties and responsibilities:

- Provides oversight and management of existing programs and collaborations, including Learn It Live, Study Trips, SCORE!, MTI Camp and educational tours.
- Provides oversight, coordination, management and expansion of year-round and new educational programming that expands the Embassy's reach in the region and with families.
- Responsible for the overall plans, administration, enrollment and management of camps, master classes and workshops.
- Develops and implements curriculum goals and assessment measures, and facilitates the creation of relevant and standards-based study guides.
- Supervises education staff and contracted workers, working closely with the CEO on hiring.
- Provides financial management of the education budget in close conjunction with programming officer and CEO.
- Collaborates with the philanthropy staff to create compelling strategies to procure funding.
- Develops new educational programming around mainstage programming that encourages audience participation and attendance.
- Works collaboratively with education, arts and community partners to assess education needs.
- Increases the quality and diversity of educational programming in order to enrich patron experiences with the arts.
- Works closely with all Embassy teams, including programming, production, marketing, operations and philanthropy, to promote and sustain educational programming.
- Opportunities for teaching camps/workshops as desired.
- Performs other duties and responsibilities as assigned.
- Adheres to the Embassy mission, which is to enrich the cultural life of the region by providing a wide range of arts and entertainment experiences in a historic venue, and to its values, which are stewardship, excellence and diversity, inclusion and community.

Education and/or experience: Experience working with children and young adults in theater education required. Supervisory experience required. Bachelor's degree or higher in a related field and/or at least four years related experience and/or training or equivalent combination of education and experience preferred. Must be able to work with a team as well as independently, be an excellent communicator and able to handle multiple tasks. This position requires a criminal background check prior to hire.

Hours: Full time is based on 35 hours per work week, with flexibility to accommodate weekend and evening work schedules. Work from home flexibility also available.

Compensation: Wages are commensurate with experience. The Embassy offers a benefits package that includes a flexible work environment; health, dental, vision and life insurance; 403(b) retirement plan; mental health EAP; short and long term disability; and paid vacation, holiday and sick days.