



EMPLOYMENT OPPORTUNITY: EDUCATION DIRECTOR

Position type: Full-time, exempt (position begins July 2018)

Reports to: Producing Artistic Director

Hours: Monday-Friday 9:00 a.m. to 6:00 p.m. Plus hours as needed for classes, workshops, events, and meetings.

The Education Director directs and oversees Live Arts' education programs universe, including classes, camps, and workshops; volunteer company member education; audience enrichment and engagement; Board education; student internships; and the mentor/apprentice program.

Essential duties:

- Create, implement, shepherd, and oversee all Education Programs at Live Arts
 - Summer Camp programs
 - Fall, Winter, and Spring class sessions
 - Teen Theater Festival
 - Adult Education opportunities
- Support and advocate for ancillary Education Programs
 - Playwright's Lab & Readers' Circle
 - Post-show talk-backs
 - Volunteer company member education and special opportunities
- Collaborate with the marketing team to create audience enrichment and engagement materials, including lobby displays, program notes, and study guides.
- Recruit, train, and manage the Live Arts teaching faculty, ensuring the highest quality instructors for all opportunities.
- Recruit, train, and manage the Live Arts Summer Camp Counselors ensuring the highest quality staff for all opportunities.
- Recruit, train, and manage the Live Arts Summer Camp Technical and Design Staff, ensuring the highest quality staff for all opportunities.
- Support the Board by designing education programs for the Board of Directors in concert with the Producing Artistic Director.
- Visit area schools to promote the season, youth opportunities, the mentor/apprentice program, classes, and offer in-school workshops.
- Engage in community outreach such as judging teen acting festivals, career days, and leading workshops at local service organizations.
- Oversee all teen/apprentice productions by serving as an advisor, producer, or mentor for all productions.

- Maintain up-to-date and fully executed agreements for all instructors.
- Maintain accurate budgeting and accounting for all tuition and expenses.
- Maintain an accurate Education database within the Patron Manager system.
- Collaborate with the marketing team to brand and broadcast the Education Programs universe.

Production/Company Member Support:

- Assist in season planning for youth-oriented productions and events
- Assure compliance with all policies and procedures for working with minors across all programs
- Maintain open and clear communication with parents and guardians of artists under the age of 18 working in the company
- Attend production and staff meetings
- Attend opening nights, the annual Gala or similar fundraising event, Rave Review, Season Announcement events, and other special events as required.

Community Connections:

- Represent Live Arts in the Central Virginia education and performing arts community, at meetings and in general public, including building and maintaining strong relationships with:
 - All area school systems
 - Second Street Gallery, Lighthouse, The University of Virginia, The Bridge PAI, Performers Exchange Project, Boys and Girls Club of Central Virginia, Four County Players, DMR, Black Box Players, Gorilla Theater, etc.
- Represent Live Arts in the national arts and education community by building and maintaining strong relationships with:
 - Theatre Communications Group
 - American Association of Community Theatre
 - American Alliance for Theatre and Education

Grant Prospecting and Fundraising:

- Research and apply for program funding grants in concert with the Producing Artistic Director and the Director of Giving
- Serve as the primary public representative of Live Arts Education Programs in all donor meetings, receptions, and donation and funding requests with the Producing Artistic Director

Administrative Functions:

- Serve as front-line education sales agent by answering calls about classes, camps, and workshops and greeting students during office hours
- Be proficient and knowledgeable about all aspects of Live Arts operations and productions
- Support the accuracy of the facility calendar working with the entire Live Arts team

Benefits:

- Health and dental insurance is available to the employee after 30 days of employment. Employer pays 100% of the premium
- • Paid time off:

- During the first two years of continuous employment: 15 working days per calendar year
- During the third through fifth years of continuous employment: 20 working days per calendar year.
- After five years of continuous employment: 25 working days per calendar year. • 8 holidays each year (Thanksgiving Day and day after, Christmas Eve and Christmas, New Year's Day, Memorial Day, Labor Day, and Fourth of July)

Qualifications required:

- Bachelor's degree (min) in theater, performance, education, communication, arts administration, or a relevant field
- Minimum 3 years teaching experience, preferably with multiple age groups
- Acting and directing experience preferred (design and production experience will also be noted positively)
- Willingness to collaborate with a tight-knit team
- Experience with managing volunteers
- Experience with writing grants preferred
- Must be passionate about theater, education, teamwork, and creating a positive and exciting workplace

TO APPLY (there is no deadline - posting will remain active until filled) email resume, cover letter, 3 references, and salary requirements in PDF format to: BREE LUCK, PRODUCING ARTISTIC DIRECTOR jobs@livearts.org

No phone calls or snail mail, please. Any offer of employment is contingent upon a complete criminal background check. Live Arts is an equal opportunity employer. Minority candidates are encouraged to apply.