ABOUT LIVE ARTS

Founded in 1990, Live Arts is a national model for engaged community theater. For the last three decades, we have dedicated ourselves to the mission of “forging theater and community.” Our engagement in the community runs deep, and the caliber of our volunteer-staged productions often rivals that of professional theaters.

Facilities
We are the anchor tenant in a four-story performance space in the heart of downtown Charlottesville and attract participants, students, and audiences from across Central Virginia. We also rent auxiliary rehearsal space at the neighboring Vault Virginia.

Programming
In a typical year, we present a compelling season of mainstage plays and musicals produced by more than 1,200 volunteers. We welcome hundreds of people to our year-round education workshops and youth summer camps. We run a lab that helps local playwrights develop their work. And for nearly two decades, we have provided tech support to high school and college theater companies performing at the Edinburgh Festival Fringe in Scotland.

Diversity, Equity and Inclusion
We believe that theater can be a platform for social change and a way to explore the pressing issues of our time. That belief, put forth by our founders, has inspired us to commit to dismantling systems, policies, and practices that may have perpetuated patterns of injustice at Live Arts. In fall 2020, we formed a 13-member DEI Strategy Team to help us become a more welcoming, inclusive theater. Our initial action steps are summarized here.

Strategic Plan
Three years into our five-year strategic plan, we have affirmed six priorities that are revisited monthly by our Board of Directors:

1. Centering the values of diversity, equity and inclusion in every aspect of Live Arts.
2. Producing theatrical experiences for the community that reflect diverse perspectives and voices, and are challenging, thought-provoking, and engaging.
3. Providing year-round learning and growth opportunities in the performing arts for people of all ages and backgrounds in the Charlottesville community.
4. Providing an artistic home for volunteers of every background, interest, and ability throughout the year.
5. Creating a diverse and inspiring workplace that fosters innovation, growth, and collaboration among staff and Board members.
6. Shifting the revenue and staffing model to reflect a greater reliance on contributed income in 2021-2023 as the world recovers from the pandemic.

ESSENTIAL DUTIES

The education director oversees Live Arts’ year-round education program, including classes, camps, and workshops; volunteer education; audience enrichment and engagement; student internships; and the Mentor/Apprentice program. Essential duties include:

Create, implement, and shepherd all education programs at Live Arts:
- Youth summer camps
- Fall, winter, and spring classes for youth and adults
- Teenish Theater Workshop productions and middle and high school festivals
- Mentor/Apprentice program
- Off-site education programs in partnership with community organizations such as the Charlottesville City Schools and the Boys & Girls Club.

Support ancillary education programs:
- Playwrights’ Lab and Readers’ Circle
- Post-show talkbacks
- Production Study Guides
- Volunteer educational opportunities such as the administrative internship program and Teenish Theater Workshop production teams
- Summer teen musical

Recruit, train, and manage a diverse core of highly skilled teaching artists; summer camp counselors; and administrative and production interns.

Production Support
- Assist in season planning of youth-oriented productions and events, including the summer teen musical
- Advise, administer, and support Mentor/Apprentice productions.
- Assist the artistic director in the development of education offerings as part of a new works festival in 2022
- 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
- Stay knowledgeable about all aspects of Live Arts operations and productions.
- Attend weekly production and staff meetings
- Attend and support opening nights, fundraising events, the Rave Review volunteer recognition event, the season announcement, and other special events as necessary.

**Community Outreach**
- Reach out to area schools to promote the season, youth opportunities, the Mentor/Apprentice program, classes, and in-school workshops.
- Participate in community outreach by judging teen acting festivals, hosting a table at career days, and leading/coordinating workshops at local schools and nonprofits.
- Assist the executive director and artistic director in representing Live Arts in the Central Virginia theater education community by building strong relationships with:
  - Theater programs at all public and independent school systems
  - University of Virginia theater program
  - Tenants that share our building (Second Street Gallery and Light House Studio)
  - Members of Central Virginia Theater Alliance, especially those with educations programs
  - Other arts and social service organizations, including the Boys & Girls Club, City of Promise, CANDYD, CAYIP, and the Charlottesville City Schools.
- Represent Live Arts in the state and national theater education community by building relationships with the Virginia Educational Theatre Association and the American Alliance for Theatre and Education.

**Grant Prospecting and Fundraising**
- Support the development director in identifying and securing education-related grants and sponsorships.
- Represent Live Arts in education-related donor meetings, receptions, and funding requests.
- Manage Live Arts’ financial aid program.

**Marketing**
- Collaborate with the marketing coordinator to produce education-related brochures, fliers, posters, website content, news releases, and social media posts.
- Serve as the front-line education sales representative by recruiting participants, answering inquiries about classes, camps, and workshops, and greeting students and families during education programs.
- Work with the marketing coordinator to create audience enrichment materials, including lobby displays, program notes, and study guides.

**Administrative Functions**
- Develop and manage the annual education budget in collaboration with the executive director. Work with the bookkeeper to maintain accurate accounting of all income, scholarships, and expenses.
- Maintain up-to-date and fully executed agreements for all teaching artists.
- Ensure that all education activities are added to the primary Live Arts calendar.
• Post all ticketed education events on the ticketing portion of the website.

QUALIFICATIONS

Attributes
• A love of theater and the people who make it.
• Passion for teaching and learning.
• Appreciation for Live Arts’ mission and legacy as a volunteer-powered community theater.
• Abiding commitment to advancing diversity, equity, and inclusion at Live Arts and in the community.
• Willingness to collaborate with a tight-knit team.
• Experience in managing volunteers and relationships with youth and families.
• High emotional intelligence and an ability to build relationships of trust.
• Music, playwriting, and design experience a plus.

Skills
• Ability to inspire, empower, and develop people of all skill levels and backgrounds.
• Highly developed listening skills, kindness, and empathy.
• Strong communication skills, both oral and written.
• Excellent organization skills and ability to meet a deadline.
• Ability to recruit, manage, and inspire a mixed-age and experience-level team.

Required Qualifications
• Bachelor’s degree or higher in theater, education, arts administration, or a relevant field.
• At least three years of teaching experience, preferably with multiple age groups.
• Acting, directing, and producing experience.
• Willingness and ability to work evenings and weekends, as needed.

COMPENSATION AND BENEFITS

This is a full-time exempt position that reports to the executive director. The salary range is $42,000-45,000, based on experience.

Benefits include the following:
• Individual health and dental insurance after 45 days of employment. Live Arts pays 100% of the premium.
• 20 days of paid time off during the first five years of continuous employment.
• Nine paid holidays each year, including one “floater holiday” to be used at the employee’s discretion.
• Access to the free Employee & Faculty Assistance Program (FEAP) through University of Virginia.
• Subsidized parking.
TO APPLY

Email resume, cover letter, and the names and contact information of three references to anne@livearts.org by 5pm on January 21, 2022. Estimated start date is early April 2022.

Any offer of employment is contingent upon a complete criminal background check.

Live Arts is an equal opportunity employer and does not discriminate against any individual based on any non-merit factor. We are committed to an equitable workplace where everyone is treated as a respected and valued member of the team. We actively seek to build and retain a diverse staff with regard to race, culture, ethnicity, class, religion, physical ability, age, gender, and sexual orientation.

As an organization working to advance equity, we are committed to elevating the voices of people of color, Native people, LGBTQ+ and transgender, gender non-conforming, and non-binary people; and people with disabilities. We encourage people from these communities to apply.