



## **JOB POSTING**

**Position:** Education Director

**REPORTS TO:** Artistic Director

**STATUS:** full time, salaried, exempt

**COMPENSATION:** annual salary DOE. Benefits include health insurance, retirement plan with matching, and a generous paid time off policy.

**START DATE:** Paid training will begin in early 2018.

Non-profit children's theater thriving in Kirkland for 25 years seeks an experienced and vibrant Education Director to help drive our mission of inspiring young people through the performing arts.

### **Responsibilities:**

The Education Director creates and manages performing arts education programming for youth ages 4 through 19. The programs include After School, Homeschool, Workshops, Summer Camps, Break Camps, and Outreach to area schools.

The Education Director:

- ensures the educational excellence of these programs;
- implements student learning assessment and program evaluation systems;
- is committed to meeting financial goals as a member of the Management Team;
- develops programming and partnerships that further Studio East's mission.

The Education Director supervises the Education Outreach Manager, Education Associate, Teacher Training Specialist, and dozens of part-time teaching artists.

The Education Director also teaches at least one class each quarter.

### **Desired Qualifications:**

- Bachelor's degree in theatre, arts education or related field. Master's degree preferred.
- Strong leadership skills with the ability to guide and inspire Teaching Artists as well as students.

- Great people skills to build and maintain relationships with students, parents, community partners and co-workers.
- Strong passion for arts education and young people.
- Breadth and depth of knowledge and experience teaching the performing arts.
- Excellent organizational and communication skills.
- Experience hiring and managing a staff or volunteers and creating/maintaining structure.
- Demonstrated ability to multi-task, meet deadlines, work independently, take initiative, and exercise discretion in a fast paced, collaborative work environment.
- Positive attitude, flexibility, and dedication to teamwork.
- Knowledge of and experience using state or national education standards in curriculum planning a plus.
- Computer skills: Microsoft Outlook, Word, Excel, Access and Publisher preferred. WordPress and Total Info experience a plus.

### **Specific Job Duties:**

#### **Administrative Oversight**

- Develop new programs and adjust existing programs to meet the changing needs of students and families.
- Oversee the Education Outreach Manager, Education Associate and all duties carried out by these positions.
- Hire, oversee and manage Teaching Artists as part-time employees.
- Hire, oversee and train student Assistants as temporary employees or interns.
- Develop and monitor Education fiscal year budgets and individual program budgets with the Management Team.

#### **Teaching & Learning**

- Oversee structure, schedule, content and staffing for all listed Education Programs.
- Ensure quality of programming through intentional design using prior and acquired knowledge, experience, state and national standards of excellence.
- Ensure quality of Teaching Artist planning and implementation of curriculum outlines through guidelines, collaboration, observation and evaluation.
- Develop Educator Curriculum Guides for StoryBook Theater touring productions.
- Evaluate and track all components of the Education Programs through participant surveys, Instructor evaluations, and student self-assessments where appropriate.
- Observe programs in action both on and off site to assess learning/teaching and presentations.

### **Marketing & Communication**

- Partner with the Marketing Director to create and maintain accurate and effective website, email and print materials.
- Follow established communication patterns between families and Teaching Artists throughout Education programs.
- Develop community partnerships with local schools and other organizations to promote Studio East programs.
- Represent Studio East at community events and local/national conferences regarding arts education.

In this position, there is occasional lifting of up to 20 pounds; occasional use and operation of miscellaneous equipment and furnishings as tasks and projects require, as well as the use of a computer. Some evenings and weekends are required.

### **To Apply:**

Send cover letter, resume, and two letters of recommendation via email to [jobs@studio-east.org](mailto:jobs@studio-east.org) with the subject line "Education Director Search"  
*No phone calls, please.*

**Application deadline: January 31, 2017**

**About Studio East:** [www.studio-east.org](http://www.studio-east.org)