



JOB DESCRIPTION

Education & Outreach Manager—Center for the Arts, Inc.

General Description: The Education & Outreach Manager is responsible for overseeing and executing all education and community engagement programs for Center for the Arts, Inc including year-round classes, academy productions, summer camps, and community engagement opportunities. In this role, the Education & Outreach Manager will recruit, hire, and train teaching artists and other staff, coordinate the registration process for all programs, and manage relationships with parents, clients, school districts, and parents. He or she is responsible for ensuring that programs are delivered in alignment with the Center for the Arts, Inc standards, guidelines, and procedures, as well as the safety practices and protocols of any school district or off-site facilities where programming occurs. The manager is expected to spend a portion of their time each week in the field evaluating programs and must provide weekly program evaluation reports.

The responsibilities include, but are not limited to:

CLASSES & CAMPS:

- Recruit and train teaching artists
- Develop and implement curriculum goals and assessment measures for teaching artists.
- Manage student recruitment, enrollment, and retention each semester.
- Maintain accurate data on child/parent satisfaction and participation statistics.
- Manage parent/student/faculty communication.

ACADEMY PRODUCTIONS:

- Serve as Artistic Director for the academy season by selecting productions, creative teams and overseeing casting.
- Supervise and produce academy productions in conjunction with the Director of Programs.
- Recruit creative teams and track expenses for academy productions.

COMMUNITY ENGAGEMENT

- Oversee, manage, and design community projects with other programmatic teams to provide a comprehensive introduction to theatre through a variety of partnerships with schools, nonprofit organizations, and senior living facilities.

ADMINISTRATIVE

- Work closely with the Marketing Department to promote all educational programs.
- Work closely with the Development Department by providing data for grant applications.
- Financial oversight for the education budget in close conjunction with the Director of Programs & Finance Director.

Our WORK CULTURE:

- Flexible work schedule – hybrid position between remote and in-office
- Fun, supportive, and creative staff that values transparency and hard work



- Access to professional development opportunities

SKILLS:

- Theatre Education
- Teacher Training
- Curriculum Design
- Directing/Producing Experience

QUALIFICATIONS:

The ideal candidate will be highly organized, professional, and positive, with the ability to think on their feet and resolve conflicts in accordance with Center for the Arts, Inc policies and guidelines. Other qualifications include:

- Bachelor's Degree or higher
- Two years of experience coordinating or managing youth development programs, with a preference for arts and theater programs
- Previously partnered with school districts and is familiar with school safety standards and protocols.
- Strong administrator
- Highly organized professional with the ability to work both independently and collaboratively.
- Excellent written or oral communication skills
- Curriculum and program design background a plus
- Ability to exercise good judgment.

Please submit a cover letter, resume, and (3) professional references to Heather Steele, Director of Programs, at Heather@boroarts.org with the subject "Education & Outreach Manager Application".

About CFTA

Center for the Arts, Inc is a community theatre company with 501(c)(3) tax-exempt status. The mission of the Center for the Arts is to enhance the quality of life in our community by providing cultural and economic enrichment through the arts.

Consistent with the core mission of Center for the Arts, Inc., we are committed to maintaining a safe, cultural environment that promotes diversity and awareness (social consciousness), embraces inclusion and advocacy, and fosters equity and accountability among its programming, board members, staff, constituents, and the community at large in the effort to increase and enhance artistic excellence.