

TADA! Youth Theater Seeks Assistant Director of Education

Full time, hybrid

Hours: M-F, 10AM-6PM (may require weekend and evening commitments with in-lieu time offered)

Reports to: Director of Education

Compensation: \$43,000-\$46,000

Responsibilities:

- With Director of Education:
 - Create, develop, oversee, and maintain all curriculum, schedules, and objectives for all TADA! Education programming
 - Cultivate, grow, and maintain relationships with school and community partners, families, etc.
 - Interview, hire, train, and manage Teaching Artists, Education Manager, and Teaching Assistants
 - Ensure expectations laid out in the Staff and Teaching Artist Handbook are being upheld by all Education Department staff members and all safety procedures/protocols are being implemented in all onsite programs
- Setup, manage, liaise, and cultivate the following TADA! programs: (i.e. contracts, invoices, TA offers, project pages, monitor budgets & secure payments, observations, and feedback):
 - Onsite programs
 - After-school programs
 - CASA (Cultural After-school Adventures) programming
- Build all onsite programs in Salesforce/Click & Pledge
- Collaborate with the marketing and development departments to promote and advocate for education programs and new initiatives
- Oversee and manage the Education Department budget and cash flow (with Director of Education)
- Various Administrative duties (i.e. process education payroll, assist with our Arts for All Financial Assistance program, manage all new hire paperwork for education staff, department website content upkeep, manage department Google calendar, create Teaching Artists and Ed. Staff job posting, and post on website/job board/listservs, send Teaching Artist availability, etc)
- Additional duties as assigned by the Director of Education that support the smooth operation of the department

Qualifications:

- Deep appreciation and enthusiasm for the organization's mission, vision, and values
- A minimum of 4 years of experience in arts administration, leadership, and management
- Experience as a Teaching Artist or arts educator in NYC
- Detail oriented and organized with outstanding interpersonal skills as well as strong verbal and written communication skills
- Customer service oriented and committed to closing loops and getting answers
- Strong listening skills, compassion and intercultural sensitivity towards people of various identity markers and life experiences
- An ability to handle multiple deadlines, manage competing priorities, be proactive, and work effectively with a sense of humor
- An empathetic listener and solution-oriented problem solver
- Willingness to continuously challenge norms and embrace new ideas and ways of working
- Proficient in Google Suite - Google docs, sheets, calendar, etc.; familiarity with Salesforce a plus
- A commitment and deep interest in diversity, equity and inclusion in all aspects of TADA!'s programming and initiatives

TADA! Youth Theater is committed to building and fostering a diverse and inclusive workforce that is representative of our vastly diverse youth in our RYET program and school programs. Priority will be given to candidates who are dedicated to anti-racism and share our mission and vision above. Candidates from underrepresented racial or ethnic groups, people with disabilities, and LGBTQIA+ individuals are encouraged to apply. We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, or veteran status. **COVID-19 Vaccination required.**

To apply, please email your cover letter and resume to education@tadatheater.com and include the words Assistant Director of Education in the subject line.

Deadline: Monday, August 7th

Interviews: Thursday, August 10th & Friday, August 11th

Anticipated Training Start Date: Monday, August 21st - Friday, August 25th

All Employment offers are contingent based upon a successful completion of background check

TADA YOUTH THEATER:

MISSION:

TADA! Youth Theater's mission since 1984 has been to provide young people from different social, racial, economic, and cultural backgrounds with musical theater programs that inspire them to learn, be creative, and think differently through high-quality productions, positive youth development, and education programs.

VISION:

TADA!'s vision is that all young people grow up feeling successful, creative, confident, accepted, and accepting of themselves. Through the ability of people learning to express themselves well we can break down barriers of racism and inequality and create positive, active citizens.

TADA! EDUCATION OVERVIEW:

OUR EDUCATION MISSION:

To provide innovative, engaging, accessible, and high-quality musical theater programming that educates, inspires, and empowers students regardless of race, ethnicity, class, gender, sexual orientation, religion, ability, nationality, and immigration status.

WHAT MAKES US UNIQUE?

- A leader in the arts education field for over 35 years with innovative and responsive programming that adapts to the evolving landscape of our community and world
- Specializing in musical theater training and co-creating original work
- Team-taught model with two Professional Teaching Artists in each class
- Student-centered learning at the heart of our pedagogical practices
- Commitment to develop, build, and foster social-emotional life skills
- Offering year-round programming onsite and online for students of all ages and abilities
- Providing in-school residencies and after-school programs where we integrate the arts with academic subjects or school core values for students pre-k through high school
- Supporting, growing, and funding the mission of TADA! Youth Theater

OUR VALUES:

- Artistic Excellence
- Diversity, Equity, Inclusion, and Justice (DEIJ)
- Nurture Creativity
- Ensemble
- Student Voice
- Culture of Growth
- Innovative & Responsive Programming
- Fun

