

EDUCATION MANAGER - ONSITE PROGRAMMING JOB DESCRIPTION:

Join the team at TADA! Youth Theater as a part-time, hybrid Education Manager - Onsite Programming! In this dynamic and administrative role, you'll work closely with our Director of Education to oversee and manage our exciting year-round musical theater programs for young people ages 3-14. We're looking for someone who is organized, has great interpersonal skills, loves arts education, enjoys working collaboratively, and can handle challenging conversations with confidence. If you're passionate about making a difference through the arts, we'd love to hear from you!

Hours/Rate: Part-time, hybrid

- September 2024 - May 2025 - 29 hrs/wk at \$25/hr
- June -August 2025 - 40 hrs/wk at \$25/hr
 - Includes 4 weeks off (2 paid & 2 unpaid)

Note: The primary focus of this position is to be present during our onsite programming. The role requires in-person attendance at various dates, times, and locations, depending on the programming schedule throughout the season.

Reports to: Director of Education

Detailed Responsibilities:

Administrative Responsibilities:

- Serve as the registrar for all onsite programs including preparing all administrative needs for onsite classes, camps, workshops, and open houses
- Setup, manage, liaise, and cultivate all onsite programs
- Handle various administrative tasks

Communication and Customer Service:

- Manage Education Department phone, voicemail, and email, ensuring all correspondence with families is handled with a warm customer service and sales focus

Program Management:

- Supervise all onsite classes, camps, workshops, and open houses
 - During the Fall and Winter Semester Classes, a seasonal Education Assistant will be responsible for managing these classes onsite. For the first part of the semester, this person will overlap with them on 4-5 classes to train, oversee, and attend Final Sharings
- Be onsite for 1-day camps, school break camps, and summer camps, taking full responsibility for program management
- Act as a liaison for onsite Teaching Artists, students, and families

System and Data Management:

- Build and maintain all onsite programs in Salesforce/Click & Pledge

Marketing & Development:

- Collaborate with Marketing and Development departments to promote and advocate for Education's programs and initiatives.
- Collaborate with the Development Department on grant writing, reporting, and exploring new funding ideas.
- Assist and support marketing initiatives through email, phone, and flyer distribution
- Represent TADA! at fundraising and cultivation events, as well as school festivals, events, and fairs.
- Review and assist with the creation of marketing materials for Education's programs.

Financial Aid and Community Programs:

- Oversee and manage [Arts for All Financial Aid](#) programs

Staff Management:

- Oversee and manage the Fall & Winter Semester Education Assistants, Summer Teaching Assistant program, and Onsite Teaching Artists

Collaboration and Representation

- Collaborate with the Director of Education to develop, oversee, and maintain yearly educational and organizational resources, documentation, and systems/policies. This includes, but is not limited to, programming descriptions, curriculum development, schedules, objectives, calendars, tracking systems, finances, and organizational needs.
- Cultivate and maintain relationships with families, students, and other stakeholders.
- Represent TADA! at various events and advocate for the organization's education programs.
- Participate in Education Department meetings, and cross-departmental meetings
- Conduct quarterly departmental reconciliations with the education team.

Additional Administrative Duties

- Use Slack for daily reports, and communication with the TADA! team.
- Assist other Education Manager on Teaching Artist payroll
- Assist with website maintenance regarding programs overseen
- Additional duties as assigned by the Director of Education to support the department's operations.

Qualifications:

- A deep appreciation and enthusiasm for TADA! Youth Theater's mission, vision, and values
- At least 2 years of experience in arts administration with experience as a Teaching Artist or arts educator
- Highly organized and detail-oriented with excellent interpersonal, verbal, and written communication skills
- Strong customer service skills with a commitment to providing clear answers and closing communication loops
- Compassionate and culturally sensitive, with strong listening skills and an ability to connect with people from diverse backgrounds
- Proven ability to manage multiple deadlines, prioritize tasks, and work proactively, all with a sense of humor
- An empathetic listener who approaches challenges with a solution-oriented mindset
- Openness to questioning norms and embracing new ideas and working methods
- Proficient in Google Suite (Docs, Sheets, Calendar); familiarity with Salesforce is a plus
- A strong commitment to and interest in promoting diversity, equity, and inclusion in all aspects of TADA!'s programming and initiative.

TADA! Youth Theater is committed to building and fostering a diverse and inclusive workforce that is representative of the vastly diverse youth in our Ensemble program and school programs. Priority will be given to candidates who are dedicated to anti-racism and share our mission and vision below. 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.

To apply, please email your cover letter and resume to kknowles@tadatheater.com and include the words **Education Manager - Onsite Programming** in the subject line.

Deadline: Monday, August 19, 2024

Interviews: September 3 & 4, 2024

Anticipated Training Start Date: Monday, September 23, 2024

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.

For full details and more information about our Education Department at TADA! Please visit our [website](#).

