

# EDUCATION MANAGER - SCHOOL PARTNERSHIP & TEACHING ARTISTS

## JOB DESCRIPTION:

Join the team at TADA! Youth Theater as a part-time, hybrid Education Manager - School Partnerships and Teaching Artists. In this engaging and administrative role, you'll work closely with our Director of Education to oversee and manage our year-round musical theater school partnerships, serving young people ages 2-18! We're looking for someone who is organized, has excellent interpersonal skills, passionately advocates for arts education and teaching artistry, and can confidently handle challenging conversations and problem-solve effectively. 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 - August 2025 - 29 hrs/wk at \$25/hr
  - Includes 4 weeks off (2 paid & 2 unpaid)

Note: This role will be required to travel to different boroughs and locations through the year.

**Reports to:** Director of Education

### **Detailed Responsibilities:**

#### **Program Planning and Management**

- Act as a liaison for Teaching Artists and School Partners for all in-school, after-school, CASA, and Broadway Jr./Specialty programs, handling contracts, invoices, Teaching Artist (TA) offers, TA paperwork/folders, budget/cash flow, and payments.
- Communication with Teaching Artists regarding school partnership programs, handling offers, substitutes, and school logistics
- Attend and document all school partnership meetings with the Director of Education.
- Approve song cuts and scripts for all school partnership programs.
- Observe and provide feedback on school residencies/programs and final performances.
- Attend Final Sharings and Performances at schools as the TADA! representative as well as promote other TADA! programming to families
- Continually research and cultivate potential school partnerships for in-school residencies, after-school programs, summer residencies, and marketing initiatives that promote our onsite programming

#### **Teaching Artists and Staff Management**

- With the Director of Education, oversee, update, and enforce the Teaching Artists' handbook which includes but is not limited to, expectations, policies, procedures, as well as safety and emergency protocols
- With the Director of Education, oversee, create and update the FY25 TA Drive including contact sheets, educational resources, new hire/HR paperwork, etc.
- With the Director of Education, interview, hire, and train all Teaching Artists.

#### **Marketing and Development**

- Collaborate with the 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 programs.

## 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 school and community partners, families, 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 (Marketing, Development, Staff).
- Conduct quarterly departmental reconciliations with the Education team.

## Additional Administrative Duties

- Use Slack for daily reports, and communication with the TADA! team.
- Create and process 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.
- Familiarity with NYC public schools, including in-school residencies, after-school programming, and teaching artistry
- 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. 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](mailto:kknowles@tadatheater.com) and include the words **Education Manger- School Partnership & Teaching Artists** 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.

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

