

TADA! Youth Theater Director of Education

TADA! Youth Theater is seeking a dynamic, strategic, and passionate Director of Education to lead and grow our vibrant arts education programs. This role is ideal for a visionary leader who thrives on collaboration, innovation, and ensuring that young people have access to high-quality musical theater experiences. The Director of Education will oversee all in-school, after-school, and on-site programs, manage and mentor a team of teaching artists and education staff, and cultivate strong relationships with schools and community partners. We are looking for a mission-driven educator and arts administrator who is committed to fostering inclusive, student-centered, and culturally responsive learning environments. If you are an inspiring leader with a deep love for arts education and a proven track record in program development, team management, and community engagement, we'd love to hear from you!

Reports to: Executive & Producing Artistic Director

Hours: Hybrid (4 days in the office). M-F, 9AM-5PM or 10AM-6PM with some evening and weekend commitments (hours will vary depending on seasonal programming demands)

Salary/Benefits: \$87,000 - 95,000

Public Service Loan Forgiveness (PSLF)-approved organization; Health, vision, dental, and life insurance; Pre-tax: Flexible spending, transportation, Aflac, 403(b); 10 paid holidays, 5 sick days, 3 personal days, 10 paid personal vacation days, summer ½ day Fridays, week off between Christmas and New Year; week off end of August into Labor Day. If you have children that are in the age range of on-site classes and camps - free enrollment; free tickets to productions.

Detailed Responsibilities:

Program Leadership & Strategy:

- Provide strategic vision and direction for TADA!'s Education programs, ensuring alignment with the organization's mission, vision, values, and goals.
- Oversee all in-school, after-school, on-site classes/camps, summer residencies, and workshops, ensuring high-quality curriculum and instructional methods.
- Lead the development, expansion, and innovation of education programs to meet the evolving needs of students, schools, and families.
- Maintain and update curricula, policies, and best practices to ensure inclusive, student-centered, and culturally responsive learning experiences.

Administration & Operations:

- Develop and manage the annual Education program budget, plan and calendar, ensuring smooth scheduling and execution of all programs.
- Oversee all education department logistics, including staff scheduling, contracts, budgets, invoices, payroll, and program tracking.
- Maintain and update the Teaching Artists handbook, policies, and procedures, ensuring consistency and clarity for all instructional staff.
- Utilize Google Suite, Slack, Salesforce, and other platforms for communication, reporting, and program management.

Staff Leadership & Development:

- Supervise, mentor, and evaluate the Education team, including Education Managers, Education Assistants, Teaching Artists, and Teaching Assistants.
- Recruit, hire, train, and onboard Teaching Artists and Education staff, ensuring a strong, diverse, and well-supported team.
- Conduct regular check-ins, performance evaluations, and professional development opportunities for Education staff and Teaching Artists.
- Observe school residencies and onsite programming as well as attend performances to provide feedback, assess program impact, and ensure quality instruction.

School & Community Partnerships:

- Cultivate, strengthen, and sustain relationships with schools, community organizations, and other stakeholders to expand programming.
- Manage school partnership agreements, including contracts, invoicing, project scopes, and deliverables.
- Collaborate with school administrators and teachers to tailor programs that meet specific curriculum and student engagement goals.
- Represent TADA! at school festivals, arts education roundtables, and community events to promote programs and build visibility.

Financial Oversight & Budgeting:

- Work with the Executive & Producing Artistic Director and Managing Director to develop and manage the annual Education budget, ensuring programs meet income goals.
- Monitor program revenue, expenses, and cash flow, making data-driven adjustments to meet financial goals.
- Conduct quarterly reconciliations and oversee financial reporting for Education programs.

Marketing & Enrollment Support:

- Collaborate with the Marketing team to create a yearly marketing plan for Education programs.
- Review and approve all Education-related marketing materials, including e-blasts, flyers, ads, and website content.
- Support outreach efforts through email campaigns, phone calls, and school engagement to boost enrollment and participation.

Development & Fundraising:

- Partner with the Development team to identify and implement grant opportunities for Education programs.
- Provide program impact data and narratives to support grant applications, reports, and donor engagement.
- Represent TADA! at fundraising and cultivation events, advocating for the importance of Education programs.

Organizational Leadership & Advocacy:

- Serve as a key member of TADA!'s leadership team, contributing to organization-wide initiatives, strategic planning, and long-term visioning.
- Advocate for arts education and youth development through participation in local, citywide, and national education initiatives.
- Ensure all programs align with TADA!'s mission, vision and commitment to equity diversity, inclusion, accessibility and justice (EDIAJ).
- Stay informed on emerging trends in arts education and apply best practices to strengthen TADA!'s impact.

Qualifications:

Experience & Expertise:

- 5+ years of experience in arts education, education administration, or nonprofit leadership, preferably within a NYC theater or performing arts organization.
- Hands-on experience as a Teaching Artist, classroom educator, or arts facilitator, with a strong understanding of pedagogy, curriculum development, and student engagement.
- Proven track record in managing and growing education programs, including strategic planning, budgeting, and operational oversight.
- Experience supervising teaching artists, educators, and program staff, with a passion for mentorship, coaching, and professional development.
- Strong knowledge of youth development, social-emotional learning (SEL), and culturally responsive education practices.

Leadership & Management Skills:

- Visionary and strategic leader who can develop and implement long-term goals while maintaining excellence in daily operations.
- Highly organized and detail-oriented, with the ability to prioritize multiple programs, deadlines, and staff needs simultaneously.
- Experience cultivating and managing school and community partnerships, including NYC DOE contract negotiations, renewals, and relationship-building.
- Ability to motivate, inspire, and collaborate with diverse teams, from teaching artists and staff to students and families.

- Demonstrated success in budget management, financial planning, and resource allocation for educational programs.

Communication & Interpersonal Skills:

- Excellent verbal, written, and interpersonal communication and collaborative skills, with the ability to engage effectively with educators, parents, and stakeholders.
- Strong customer service mindset, ensuring clear and timely communication and responsiveness to partners, families, and staff.
- Compassionate and culturally sensitive, with an ability to connect with students and families from diverse backgrounds.
- A solution-oriented problem solver who remains adaptable, flexible, and calm under pressure.

Commitment to Diversity, Equity, Inclusion, Accessibility, & Justice (DEIAJ):

- Deep commitment to TADA!'s mission and values, particularly in creating inclusive, empowering, and diverse learning environments.
- Demonstrated experience incorporating culturally responsive and anti-racist education practices into curriculum, instruction, and staff training.
- Knowledge of culturally diverse artistic material: music, choreography, storytelling
- Ability to foster an equitable and welcoming environment for students, families, teaching artists, and staff.

Technical & Administrative Skills:

- Proficiency in Google Suite (Docs, Sheets, Calendar) and comfortable learning new software for program management.
- Familiarity with Salesforce and Slack is a plus

Bonus Skills (Preferred but Not Required):

- Knowledge and love of musical theater, production processes, and technical theater.
- Experience in sales, marketing, fundraising, grant writing, or development support for arts education programs.
- Understanding of NYC Department of Education structures and arts education funding.

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, religion, sex (including pregnancy transgender status, and sexual orientation), national origin, age (40 or older) disability, or genetic information.

To apply, please email your cover letter and resume to Katy Knowles, Director of Education at kknowles@tadatheater.com and include the words **Director of Education** in the subject line.

Deadline for submission: Monday, April 7, 2025

Anticipated Training Start Date: August 4, 2025

All Employment offers are contingent based upon the successful completion of a 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](#).