

TADA! EDUCATION COORDINATOR - SCHOOL PARTNERSHIPS JOB DESCRIPTION:

Join the team at TADA! Youth Theater as a part-time, Education Coordinator - School Partnerships. You'll work closely with our Director of Education, playing a key role in managing the behind-the-scenes administration of our large-scale, year-round musical theater school partnerships, which serve young people in grades Pre-K through 12. We're looking for someone who has excellent interpersonal skills, problem-solves effectively, and can confidently handle multiple competing priorities and complex, challenging conversations. If you're meticulously organized and passionate about the power of arts education and making a difference through the arts, we'd love to hear from you!

Hours/Rate: Part-time, 27-29 hrs/wk at \$23-25/hr, commensurate with experience.

- Position starts late-Sept to early Oct, 2026
- Work locations will include TADA!'s admin offices, as well as schools in different NYC boroughs.

Reports to: Director of Education

Detailed Responsibilities:

Program Coordination

- CUSTOMER SERVICE: Act as primary point of contact for TADA's school partners, providing exceptional customer service and cultivating positive relationships for in-school residencies & after-school programs. Handle school logistics & needs such as keyboard deliveries, requested flyers or parent invitations, etc.
- PLANNING: Support the Director of Education in scheduling, attending/hosting, & documenting school partnership planning meetings.
- DOCUMENTATION & SYSTEMS: Update & maintain annual school partnership resources, documentation, and systems/policies including program descriptions, curricular documentation, schedules, objectives, calendars, tracking systems, finances, and other organizational needs
- REPRESENTATION: Attend school Final Sharings/Performances as the TADA! Representative, framing the experience for families, and promoting other TADA! programming
- BUSINESS DEVELOPMENT: Research & promote potential new school partnerships, supporting the Director of Education in holding inquiry meetings.

Teaching Artist Coordination & Support

- Support the TA recruitment, hiring, & training processes (job postings, resume collection, position offers, training schedules & materials, etc.)
- Support the Managing Director with tracking new hire/HR paperwork, headshots, bios, etc.
- Manage the TA background check / clearance process with the DOE, including TA reimbursement for fingerprinting costs.
- Liaise with TADA! TAs working in schools, preparing clear project info, coordinating schedules, arranging substitutes, reviewing & approving proposed scripts & song selections, etc.
- With the Director of Education, update & encourage compliance with the TA handbook which includes expectations, policies, procedures, & safety/emergency protocols
- Maintain & update resources & documentation for TADA!'s TA roster, including contact sheets, educational resources, etc.

Marketing & Development Support

- Track school partnership statistics for use in fundraising and communications
- Represent TADA! at fundraising and cultivation events, as well as school festivals, events, & fairs, passionately advocating for the organization's programs
- Review & assist with marketing materials for school education programs as needed. (Generally led by the marketing department).
- Support marketing initiatives that promote various TADA! education, training, performance, and positive youth development programming, of potential interest to students in schools through email, phone, and flyer distribution

Additional Administrative Duties

- Support the Education Manager in accurately preparing TA hours for payroll processing on a bi-weekly basis, maintaining accurate records of teaching, subbing, travel stipends, and other necessary payments.
- Support the Director of Business Operations in tracking & following up on school agreements & payment collection, TA reimbursements, & quarterly departmental reconciliations. Maintain accurate documentation, including individual project budgets & TA cash flow.
- Participate in Education Department meetings and TADA! Staff meetings as requested, & consistently communicate with the TADA! Team via Slack, Trello, and other platforms.
- Actively work to create efficiencies within day to day processes.
- Additional duties as assigned by the Director of Education to support the department's operations, including occasional support of onsite classes & camps, particularly on school breaks & in summer.

Qualifications:

- A deep appreciation and enthusiasm for TADA! Youth Theater's mission, vision, and values
- At least 2 years of experience in arts administration and/or stage management, with an emphasis on customer service, event coordination, and/or stage management.
- Experience working with youth in educational settings, ideally as a Teaching Artist or arts educator.
- Familiarity with NYC public schools, ideally including in-school residencies and/or after-school programming.
- Highly organized and detail-oriented with excellent interpersonal, verbal, and written communication skills, **and a high degree of accuracy and efficiency**
- Outstanding customer service skills with a commitment to providing clear answers and closing communication loops.
- Proven ability to manage multiple deadlines, prioritize tasks, and the initiative to work proactively.
- Empathy, listening skills, and a solution-oriented mindset in approaching challenges.
- Openness to embracing new ideas and working methods
- Proficient in Google Suite (Docs, Sheets, Calendar); familiarity with Salesforce is a plus
- Compassionate and culturally sensitive with a universal respect for those with views, ideas, backgrounds, attributes, and cultures that differ from your own.
- A strong commitment to and interest in promoting 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 the vastly diverse youth in our 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 education@tadatheater.com and include the words **Education Manager - School Partnerships** in the subject line.

Deadline: Sept 14, 2026, **Anticipated Start Date:** late-Sept to early Oct, 2026

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

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](#).