

TheatreWorks

S I L I C O N V A L L E Y

Education Programs Associate

Summary:

The TheatreWorks Education Department offers dynamic programming in-schools by way of artist residencies who receive in-house training; student matinees with pre-show class visits, study guides and cast talkbacks following performances; Oskar series touring assemblies with study guides and cast talkbacks following performances, and more. Our community engagement programs provide support at Lucile Packard Children's Hospitals and the Ronald McDonald House to hospitalized patients and their families; Camps K-6 focused on playwriting and performance; and 1440 Countdown: Make a Play in 24 Hours for high school students.

The position of Education Programs Associate is recommended for those interested in arts administration, teaching performing arts skills, and community building within a dynamic 2019 Tony Award-winning theatre company on the Peninsula serving the Bay Area. <https://www.theatreworks.org/education/>

Percentage breakdowns for tasks over a given month, based on a 40-hour week:

- 10 hrs/wk: Teaching focused on playwriting and acting, teaching 3 in-school-residencies (25 sessions each) with Young Playwrights Project (Gr 9-12) over the school year and teaching 4 in-school residencies (10 days each) with Concepts at Play (Gr K-5).
- 10 hrs/wk: Admin focused on answering and returning phones, emails and enrollment of schools and campers.
- 10 hrs/wk: Admin focused on updating internal and external calendar, mailing prep and database maintenance.
- 10 hrs/wk: Admin focused on developing new contacts/stakeholders and curriculum updates/prep & evaluations.

Main Responsibilities will include:

- Teaching
- Management of school contacts and enrolling schools and securing venues across programs
- Manage enrollment of campers and teaching artists across programs
- Updating database
- Updating sales and curricular documents
- Answering phones and responding to emails
- Updating internal calendars
- Assist with mailings
- Assist with administering evaluations
- Research and implement social media opportunities
- Research local community organizations for potential partnerships

Experience/Background/Skills:

- Experience in teaching
- One year of arts education administration

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- Excellent verbal and written skills
- Experience in Word and Excel required
- Dependable and consistent
- Exercises problem-solving skills
- Flexible/good attitude—expected to pitch in when needed on a wide variety of projects
- Experience with database management a plus
- Experience working with children and teenagers a plus
- Experience with social media a plus

Suggested Skills/Interests:

Teaching across content, demonstrable interest in the theatre/performing arts, desire to learn, a sense of humor

Compensation and Benefits:

This position is full-time and includes health benefits.

To Apply:

Please send us a cover letter and resume.

Director of Education Search, TheatreWorks PO Box 50458 Palo Alto, CA 94303-0458
or email education@theatreworks.org.

Start Date: September 2019. Accepting applications until filled.

TheatreWorks Silicon Valley strives to be an inclusive work environment and embraces a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups to apply.