



GREAT Theatre Job Description

Position Title: Education Manager

Status: exempt / salaried / full-time
Reports to: Artistic & Education Director
Supervises: Teaching Artists, Interns
Starting salary: \$44,000 - \$48,000

About GREAT Theatre

Great River Educational Arts Theatre (GREAT), is a non-profit community theatre that enriches lives by bringing people together to build lasting connections through theatrical storytelling that challenges, educates, entertains, and inspires. Through dynamic on-stage programming that consists of producing 8-10 full-scale shows featuring local talent, multiple production collaborations, and innovative off-stage educational outreach throughout Central Minnesota, we invite people to be part of the story to build a more vibrant community, celebrate differences, and create a sense of belonging for everyone. By reaching more than 60,000 people each year, GREAT brings our community together through the transformative power of the arts.

GREAT is committed to attracting and retaining employees with varying identities and backgrounds. We aspire to create a team that represents the diversity of our community while creating a space that encourages and embraces inclusiveness, equal opportunity, and respect. Additionally, we are committed to anti-racism through ongoing and consistent action, moving with urgency while identifying both immediate and long-term strategic actions, both as individuals and collectively as an organization.

Position Summary

The Education Manager supports the development and delivery of programs that provide a broad range of educational experiences ensuring access to the transformative power of live theatre in schools, at the theatre, and in community settings. A key part of this role is to support the mission of the organization with an emphasis on teaching life skills for all ages through educational theatre. As part of our education team you'll be integral in continuing to develop quality arts educational programming and opportunities and advance our commitment to equity, diversity, inclusion, and justice.

As manager of our educational programming, you will

- Collaborate with the Artistic & Education Director on designing, planning, evaluating, and overseeing education programming, events, and initiatives.
- Collaboratively strategize and assess education goals and vision in relationship to the community GREAT serves and current educational trends/best practices.
- Develop and implement quality programming in theatre education that promotes social emotional well-being, identity formation, individual and collective creativity, and community outreach.
- Routinely develop, review, and revise curriculum and programming that aligns with educational, community, and organizational goals as well as state and national arts standards.
- Lead implementation and day-to-day operations of educational programming.
- Build and maintain positive relationships with schools and community partners to ensure effective communication and collaboration with education programming.
- Lead in recruiting, hiring, training, managing, and coaching of teaching artists and interns that will improve the quality of programs, including appreciation and recognition for education staff.
- Track funding and expenses related to education programming, and work with Artistic & Education Director in advocating for responsible and equitable financial practices as it pertains to education in the organization.
- Work with the administrative, creative, and technical teams to ensure timely, accurate, and effective external communications and internal operations regarding education programming.
- Fulfill duties as a Teaching Artist, teaching youth of all ages, backgrounds, and abilities, as needed.
- Advocate within the organization for education goals as they pertain to the mission and vision of the theatre company.
- Promote safety policies and procedures centered on the highest standards of well-being for participants, educators, and staff as it relates to education programming.
- Publicly represent and promote the theatre and its education initiatives to community members, donors, parents, staff and educators.
- Attend performances, weekly staff meetings, board meetings, and community events as needed.

This might be the job for you if...

- You have a core belief that creating shared theatre experiences can transform lives and build community.
- You are committed to fostering youth development and growth through educational arts and desire to dream and build what educational theatre in Central Minnesota can be.
- You are passionate about equity and creating an environment that meets the needs of all learners.

- You are a reflective practitioner committed to ongoing learning and personal growth.
- You have formal or informal experience working with people from diverse backgrounds and with a variety of learning styles and abilities.
- You have outstanding leadership, organizational, problem-solving, and communication skills.
- You enjoy working in a team environment and collaborating with kids and adults.
- You are flexible, creative, think on your feet, and thrive in an environment that varies from day to day and may occasionally be described as “organized chaos.”
- You are committed to the ongoing work of diversity, equity, inclusion, and justice, engaging in the work on both the individual and organizational level.
- You are invested in the community and organization, and are committed to contributing through collaboration, respect, and professionalism.

As an employee of GREAT you'll receive

- Competitive equitable compensation with annual opportunity for raises
- Flexible work schedule and option to work remotely as workload allows
- Voluntary pre-tax contribution to Simple IRA plan with up to a 3% company match
- Health reimbursement for qualified health expenses up to \$2000 annually
- 80 hours PTO accrued bi-weekly to enjoy time away from work and life balance with increases of 16 hours annually after each year of service
- 9 paid holidays (7 federal plus 2 floating)
- Professional development opportunities
- 4 hours paid volunteer time at another organization
- Comp tickets to shows and camp/class registrations
- A fulfilling and fun work environment with a team committed to transforming lives through the power of the arts

This job description is not meant to be all-inclusive. Employees may be asked to perform other related duties in order to meet the ongoing needs of GREAT.