

JOB DESCRIPTION

Education Director

Education & Outreach

Administrative oversight of year-round performing arts program and MTE summer program; works in conjunction with Artistic Director who maintains artistic oversight. Works with Marketing Director on sales and collateral production

Administrative oversight of Shooting Stars program; works in conjunction with Artistic Director who maintain artistic oversight

Special Events

Responsible for direction and execution of assigned tasks for special events including but not limited to 'LIMA's, donor events such as Producer Club events, sponsor solicitation receptions, platinum sponsor nights, special population nights, etc.

Cast Related & Other Events

Responsible for direction and execution of cast-related events such as tech; opening & closing cast parties

Opening night reception: responsibilities include logistics, catering; event volunteers

Other duties: administrative support for Artistic Director