

# THEATRE CHARLOTTE

YOUR STAGE. YOUR LOCAL THEATRE.

## **Theatre Charlotte**

### **Open Position Announcement:**

### **Director of Education and Community Engagement**

#### **Who You Are**

You have a passion for nurturing theatre arts through meaningful and engaging experiences with and for youth and adults in our community. You're an excellent communicator and are effectively able to interact with individuals of varied ages, backgrounds and abilities. You are a team player who loves to collaborate and can also take a task and run with it.

#### **Who We Are**

Theatre Charlotte is proud to be the longest running art institution in Charlotte, North Carolina, with a reputation for high quality productions and an inviting family feel. We value our people who make us who we are, whether they are on stage, behind the scenes, serving on our board, sitting in our audience or working as a member of our staff.

Our theatre space is a 226 seat proscenium style venue built in 1941. In December 2020, a fire caused significant damage to the auditorium and all theatre equipment was lost. Performances were held throughout the community while repairs were completed in keeping a long-standing legacy of continuously producing a season of theatre since 1927. We returned to our home in December of 2022 with two fully sold out productions and outstanding response from our audiences. We have continued to build on that success and are excited for this next step of growth.

Theatre Charlotte serves to inspire all generations through the power of the stories we present and the life experiences we share. We recognize theatre as a reflection of our society, and that all people's race, ethnicity, gender identity, culture, uniqueness, background, and beliefs should be celebrated and reflected onstage, backstage, on the staff and board, and in the audience. We are proud to deepen our commitment to the movement for equity, diversity, inclusion and access with the knowledge that we cannot do it alone and will dedicate time, talent and resources necessary to ensure a more inclusive future at Theatre Charlotte.

## What You Will Do...

The Director of Education and Community Engagement will oversee and implement how education is incorporated in all areas at Theatre Charlotte from classes and workshops to collaborations and productions. You will be the leading administrator for the Student Theatre Guild, TCjr Summer Intensives, Penguin Project and will work with the Artistic Director to cultivate and recruit a diverse and supported pool of teaching artists, while developing a plan to expand the reach of the education program.

The Director of Education and Community Engagement will also work with the Artistic Director to establish community partnerships and create opportunities to engage artists and audiences in meaningful ways that relate to our productions on stage and in the community.

Key responsibilities include:

- Manage the education program calendar and registration process.
- Create an annual operating budget for education programming and community engagement activities.
- Develop a plan for growing educational classes, workshops and teaching artists centered around Theatre Charlotte's mission and values.
- Advance resources and community partnerships as it relates to themes reflected on stage as a way of expanding audiences, engaging and challenging our community.
- Build and maintain community relationships with schools, educational entities and community partners.
- Support the staff with promotional and marketing strategies related to education programs, volunteer recruitment and retention and community relations.
- Ensure effective strategies and intentional dialogue centered around accessibility, equity, diversity and inclusion.
- Will serve as a lead administrator and team member for Theatre Charlotte's The Penguin Project.
- Implement the administrative and development of theatre education programs and community outreach.
- Supervise, evaluate, hire and assign activities for teaching artists.
- Evaluate programs regularly to ensure effectiveness and that they are fulfilling the mission and values set forth. Recommend improvements to the Artistic Director.

In this role, you will be a leading advocate for arts education and community engagement with an opportunity to shape and contribute to the Theatre Charlotte legacy.

#### Traits and Characteristics:

- Collaborative arts educator.
- Champion for theatre arts.
- Strong organizational and planning skills.
- Excellent communicator.
- A people person.
- Committed to diversity, equity, inclusion and access in programming, recruiting and volunteer support.
- A strong relationship builder and collaborator.
- Ability to work effectively as an individual and as part of a team.
- Willingness to make connections and develop relationships with community and national organizations of varying size.
- Resourceful in maximizing return on investment of time, energy and resources.
- Experience working with children and teens is beneficial.
- Motivated to inspire everyone around them.

#### Compensation and Benefits:

- Paid time off
- Flexible schedule (some night and weekend hours may be required)
- Ability to work remotely (must be based in Charlotte)
- 403(b) Retirement plan
- Health Insurance
- Opportunities to teach classes for additional compensation.
- Salary Range: \$45,000-\$55,000

### **Interested in Joining our Team?**

Please send a cover letter, resume and three references to [chris@theatrecharlotte.org](mailto:chris@theatrecharlotte.org) with **Director of Education** in the subject line. Application deadline is May 31, 2024 with an anticipated start date in early July 2024. No phone calls please.