



## Job Description

**Title: Education Director**

**Position: Non-Exempt**

**Department: Education**

**Reports to: Managing Artistic Director**

### **PURPOSE OF POSITION**

The Education Director manages the education program of Tacoma Little Theatre (TLT). The Education Director oversees classes, youth and adult education programming, and the education calendar. This position is responsible for leading full and part-time staff, contractors, and volunteers while incorporating TLT's mission, vision, values, and policies.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Continue to grow a financially successful and sustainable education program with a strong annual strategy.
- Achieve the strategic and annual goals developed in consultation with the Managing Artistic Director.
- Communicate and collaborate effectively with the Managing Artistic Director, staff, volunteers, and stakeholders.
- Build and maintain relationships with education staff/contractors, Managing Artistic Director, volunteers, school personnel, and the Greater Pierce County community.
- Raise awareness of TLT through networking, community presentations, and attendance at community functions.
- Design innovative youth and adult programs, classes, and workshops.
- Work with the Managing Artistic Director, Production Manager, and Technical Director to coordinate and execute technical requirements of all classes and productions.
- Actively engage instructors in the program development process.
- Hire and manage Teaching Artists as needed.
- Manage employee relations by supporting professional development and resolving any issues related to job performance. Provide timely and regular feedback to teaching artists on their performance.
- Partner and collaborate with other TLT departments to develop programs and materials that encompass TLT's mission.
- Promote, support and protect the TLT brand.
- Develop, inspire, and empower education staff with ongoing innovation, support, and leadership.
- Follow policies and procedures designed to ensure safety for children attending any educational activities. Ensure that all applicable state and federal guidelines are followed.
- Prepare reports as required for the Managing Artistic Director.
- Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This position carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

- Bachelor's Degree or equivalent experience preferred.
- Two years of successful teaching/training experience or equivalent experience preferred.
- Two years of community theatre education or equivalent experience preferred.
- Proven management experience preferred.
- Ability to manage multiple projects simultaneously.
- Proficient use of Microsoft Office products and Google Suite desired.
- Excellent persuasive written and oral communication skills.
- Proven ability to understand, generate, and manage budgets.
- Strong organizational, problem solving and conflict resolution skills.
- Ability to lead and develop others.
- Driver's License to operate TLT vehicles.

## **PHYSICAL DEMANDS & ENVIRONMENTAL ADAPTABILITY**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to sit or stand for extended periods.
- Vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Use of corrective lenses is permissible.
- Capable of pushing, pulling, lifting, and/or carrying up to 50 pounds.

## **COMPENSATION**

Compensation ranges at \$24.00-\$26.00 per hour competitive with prevailing compensation for similar positions within the local non-profit performing arts industry, and commensurate with qualifications and experience of the applicant.

At this time TLT does not offer a medical/dental/retirement benefits package. TLT has a paid vacation plan of 80 hours per year the first three years of service and 120 hours per year after four or more years of service. TLT also offers nine paid holidays throughout the year. TLT follows the Washington State sick leave policy.

## **HOW TO APPLY**

Tacoma Little Theatre is committed to attracting, hiring and retaining employees who represent its community, especially those who are in the global majority. Qualified candidates should send a cover letter and resume with relevant experience and three listed references via email to [jobs@tacomalittletheatre.com](mailto:jobs@tacomalittletheatre.com) by May 15, 2024. No phone calls please. TLT hopes to make its decision by June 1, 2024 with the chosen candidate taking on the position July 1, 2024.

Tacoma Little Theatre is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act and/or applicable state regulations, Tacoma Little Theatre will provide reasonable accommodations.