



## Director of Education

### **GENERAL POSITION DESCRIPTION**

A Noise Within, one of the nation's leading regional theatre producers, seeks to fill the position of Director of Education with a bright and enthusiastic individual. The Director of Education works to create meaningful and plentiful experiences for students and educators while ensuring we achieve the theatre's strategic goals. The Director of Education will be responsible for tickets sales, marketing, and promotion of the education program to K-12 and University educators.

This position will serve as the primary contact for educators, ensuring a high-quality customer experience for our them as well as students and families. This position collaborates with the marketing team to maintain and build the company's education sales program. The successful candidate will be comfortable in a fast-paced environment with a personable and friendly demeanor.

### **Qualities and qualifications of a successful candidate:**

- Three years of experience in arts management or education.
- Proven track record of managing multiple programs and teams of people.
- Pedagogic knowledge of best practices in arts education.
- Superb written and verbal communication skills (bilingual a plus), excellent organizational skills, attention to detail, and ability to work well both independently and with others.
- Oversee quality control of all school programs.
- Oversee field trip programs including booking schools, communication leading up to and as needed scheduling teaching artists.
- Manage multiple Arts Education programming calendars and teaching artist schedules.
- Manage teacher professional development training.
- Actively build and maintain relationships with schools and districts in Los Angeles County
- Collect data for grant deliverables such as teacher evaluations and student reactions/testing data
- Research innovative ways to increase education programming.

### **RESPONSIBILITIES**

- Create and maintain the program budget for each offering and serve as the primary financial oversight role for the education program in conjunction with the Finance Department.
- Participate in special events and functions related to education internally and in the community.
- Work with the Finance Department to coordinate payroll and fee payment for education department employees and independent contractors.
- Recruit and hire all creative personnel for the program.
- Plan, administer, oversee, and manage enrollment for all Education Programs, including Summer with

Shakespeare, Young Adult Council, The Show Must Go On Monologue Festival and others.

- Oversee the coordination and running of all curricula, communicating with community members and parents, locating and booking space, and keeping accurate data on participation statistics.
- School outreach/marketing and booking of student group tickets
- Process incoming/outgoing invoices and manage educational billing and payments due/received
- Utilize ticketing platform to generate and run reports, book student groups, and track progress of goals.
- Collaborate in ticket inventory management, particularly as related to revenue & sales goals for each production.
- Serve as a leader and positive example as a front-line customer service staff member.
- Manage all education events including Student Matinees, Principal Evenings, Relaxed Performances, Family Series productions, and Professional Development Workshops.
- Manage the creation of study guides.
- Other tasks as assigned.

**Not sure you meet 100% of the qualifications?** Research shows that men apply for jobs when they fulfill an average of 60% of the criteria. Yet, women and other people who are systematically marginalized tend only to apply if they meet every requirement. If you believe that you could excel in this role, we encourage you to apply.

The position is full-time, non-exempt, salary is \$70,000 – \$75,000, plus a generous benefits package including health insurance, a company-matched retirement savings plan, and paid vacation and holidays. Some evening and weekend availability for performances, opening nights, and education events are required.

To apply, please send a cover letter, resume, and a writing sample (examples include a study guide, essay, and sample marketing email) to: [careers@anoisewithin.org](mailto:careers@anoisewithin.org).

Please put “Director of Education – Candidate Last Name” in the subject line. Incomplete applications will not be considered. Please, no follow-up calls. ANW believes in working hard on our anti-racist practice across the whole organization and we invite candidates to review more information here.

<https://www.anoisewithin.org/equity-diversity-inclusion-at-anw/> Candidates of color and diverse backgrounds are strongly encouraged to apply.