



Education & Community Associate

About A Noise Within

A Noise Within has been called “an oasis for those who love classic stories” by Los Angeles Times and is a leading regional producer based in Pasadena, Calif. ANW’s award-winning resident company is committed to representing the entire community at their state-of-the-art, 324-seat performance space. ANW believes in working hard on our anti-racist practice across the whole organization. By interpreting our mission to fully engage audiences through community and artist-centered work in multiple creative disciplines, ANW is striving to be a theatre that better serves our entire community.

A Noise Within Education serves up to 18,000 students each year through initiatives including the Student Matinee field trip program, evening and weekend Student Group visits, Summer With Shakespeare Theatre Camp, Youth Classes, Relaxed Performances, workshops, free study guides, the Teen Leadership Council, and more.

About The Position

A Noise Within seeks to fill the position of Education Associate with a passionate and detail-oriented team player with an interest in theatre education and administration. As programming expands, the Education Associate will support a broad range of programming within the Education Department, working closely with the Director of Education.

RESPONSIBILITIES

Student Groups

- Support the Director of Education in managing Student Matinee field trip logistics, payments, and operations.
- Serve as the primary point of contact for teachers, school administrators, and community groups booking Evening and Weekend performances.
- Be present for performances that have larger or new groups of students to personally welcome and seat student groups.
- Research, identify, and contact prospective school partnerships and establish new long-term relationships for the organization. Attend community and school district events.
- Assist operations of Education Department special events pertaining to student groups, including the Educator Extravaganza and Relaxed Performances.

Enrichment Programs

- Co-facilitate and advance the Teen Leadership Council (TLC), a new elective initiative for local teens interested in theatre leadership and engagement.
- Lead bi-monthly TLC meetings and quarterly Teen Nites.
- Design and deploy Teen Nite eblast marketing campaigns and social media. Create social media content using Canva.
- Manage portfolio of essential administrative Summer With Shakespeare (SWS) camp documents including intake forms, sign-in sheets, class rosters, and room assignments.
- Support Teaching Artist staff in SWS classroom management. Provide 1:1 assistance for campers as needed.
- Oversee SWS camper lunch time, check-out, and aftercare.

Miscellaneous

- Support administrative tasks and check-in/check-out for Youth Classes as needed.
- Create social media content, flyers, and other digital marketing items using Canva.
- Other duties as assigned.

Qualifications

- At least 2 years' experience in arts administration and/or theatre education. Teaching Artist or classroom instruction experience a plus.
- At least 1 years' experience working with and mentoring teens ages 13 – 19.
- Exceptional customer service skills via email, over the phone, and in person.
- Proficiency in Canva or other graphic design tools.
- Up to date on popular social media apps and communication trends.
- Evening and weekend availability for performances, opening nights, and other events is required.

Compensation & Structure

- \$22.50 - \$24.50, hourly. This position is full time, non-exempt.
- Reports to: Director of Education
- ANW generally works on a hybrid structure with 4 days in-office, and Mondays remote (except during the five weeks of Summer With Shakespeare Theatre Camp); evening and weekend work will be required.

Benefits:

- Company-paid HMO (employees may “buy up” to additional offered coverage)
- 13 paid holidays and one floating day
- Paid vacation and sick time
- Company-matched benefit savings plan

APPLICATION INSTRUCTIONS

Please send a resume, cover letter and three professional references to lmadda@anoisewithin.org. Please put EDUCATION & COMMUNITY ASSOCIATE – Last Name in the subject line. Incomplete applications will not be considered. ANW prides itself on fully representing and reflecting the community on stage and in our workforce – candidates of color strongly encouraged to apply.

Deadline: February 28, 2026. No phone calls, please.