

# Director of Education & Outreach

**DEPARTMENT:** Education

**FT or PT:** Full-time with benefits

**FSLA CLASSIFICATION:** Exempt

**SCHEDULE:** Weekdays, with some weekends and evenings as needed

**REPORTS TO:** Artistic Director and Managing Director

## STATEMENT OF JOB

The Director of Education & Outreach is a member of Senior Management of the Playhouse. In association with the Artistic Director, this position is responsible for developing the vision of all education programming, outreach and engagement events. The Director of Education & Outreach will explore new programming opportunities supporting the Playhouse's mission; develop and maintain the Department's budget, and assist in the preparation of grant proposals and reports. The Director will oversee a staff of two full-time employees as well as seasonal teaching artists.

## ESSENTIAL DUTIES

- Performance and Outreach (POP) Tour responsibilities include: commission a new play for young audiences annually; oversee casting, hire creative team members and stage management; act as line producer for the project; oversee creation of classroom support materials and workshops; coordinate rehearsal space; work with Communications staff on marketing materials; supervise tour bookings, and attend performances and provide notes.
- In-School Programs responsibilities include: maintain a network of area educators and administrators to advise on programs; negotiate program agreements and fee structures for all program sites; oversee curriculum; hire and train staff, and cover classes when needed.
- Summer Programs/Young Performers' Workshop (YPW), Young Performers' Academy (YPA), Conservatory: Hire staff and working with Communications staff to develop marketing materials; work with school and civic partners on scholarship opportunities, and oversee curriculum.
- Oversee additional Playhouse education, audience engagement and outreach programs and supervise Staff in curriculum development.

- Serve as a Budget Director for La Jolla Playhouse, including attending all Board Meetings, Executive Committee meetings, Education Committee meetings, Opening Nights, Senior Staff+ and Budget Director Meetings.

## ADDITIONAL DUTIES

- Work with Development staff to provide information/support of grant proposals and reports and assist in donor relations.
- Maintain department expenses to ensure all programs stay within budget, track earned revenue and provide forecasts to Finance Department.
- Serve as a professional advisor/speaker in industry organizations.
- Oversee the institutional internship program.
- Other duties as assigned by Artistic Director or Managing Director.

## EDUCATION & EXPERIENCE REQUIRED

- 8-10 years' experience in a managerial role for theatre for young audiences or theatre education.
- Proven experience in creating curriculum, hiring and managing teaching staff, teaching classes and leading workshops
- Expertise in current educational theories and methodologies
- Master's Degree in Theatre, Theatre Education or related field preferred
- Theatre production experience preferred

## SKILLS AND ABILITIES

- Outstanding verbal and written communication skills
- Capable of handling multiple projects and prioritizing appropriately
- Demonstrate proficiency with computer skills, including Microsoft Office (Word, Excel, PowerPoint)
- Experience with Tessitura preferred
- Maintain confidentiality and security of patron information as well as the Playhouse's confidential information
- Able to interact well with a variety of personalities and individuals including staff, patrons, Trustees, high-level donors and government officials
- Able to foster a cooperative work environment; able to influence others to perform their jobs effectively

## PHYSICAL REQUIREMENTS

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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In addition to the duties listed above, the Playhouse expects the following of each employee: adheres to LJP policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets department productivity standards; participates in LJP events as needed or required; and completes other duties as assigned.

We encourage applicants with a unique perspective inclusive of race, color, religion, familial status, gender identity or expression, sexual orientation, national origin, age and physical ability to apply. We are committed to diversity in all areas of our work, on and off stage. La Jolla Playhouse is an Equal Opportunity Employer (EOE), and all qualified applications will receive consideration.