



Education Director and Volunteer Coordinator

Summary:

The Education Director works cooperatively with a small, dedicated team of arts professionals and reports directly to the Executive Director. The Education Director is responsible for all aspects of the educational program, the management of an outreach grant and the supervision of the volunteer core.

They hire and supervise a team of teachers and creative teams to ensure all programs run smoothly and the goals of the organization are met.

This position is a full-time, exempt position. The work week is Monday-Friday, with few weekend events required throughout the season. Work can be a combination of in-office and remote most of the season, but the Education Director must be onsite during school break camps and summer camps.

Education Director Responsibilities:

- Develop a year-round curriculum of theatre art classes and camps for youth and adults.
- Develop Lesson Plans for PBC School District approval to be renewed annually as an arts/cultural field trip provider for school-time show series.
- In collaboration with the Artistic Director and Executive Director, identify and develop a range of arts education classes for youth and adults.
- Develop and coordinate a series of summer theatre art camps for youth.
- Recruit, schedule, orient and supervise a diverse team of qualified performance instructors to teach classes at all locations and facilitate Level II background screenings through the FDLE.
- Assist with other community theatre arts events as necessary.
- Assist with outreach and marketing to promote enrollment and ensure diversity of participants.
- Promote Lake Worth Playhouse programs in local schools and the community through direct contact, fliers, mailings, email, etc.
- Build relationships with students, families, colleagues, members of other educational organizations and afterschool programs, community partners, community leaders and individual community members. Attend Cultural Education Committee meetings for all arts and cultural education providers in PBC (locations vary among provider sites), hosted by the Cultural Council.
- Perform administrative duties to ensure effective program operation.
- Work closely with Artistic Director and Executive Director, to develop arts programming goals and objectives that achieve the mission of the Lake Worth Playhouse. Ensure high-quality accessible programming with broad appeal to maximize community participation.
- In collaboration with the Executive Director, assign space for education classes/events and monitor facility needs.
- Maintain accurate and thorough program records including class lists, schedules and descriptions, teacher and student surveys and other necessary documentation and support materials.

- Assist with grant writing for outreach/education program funding and assist in collecting relevant data and preparing reports for current and potential funders.
- Participate in annual budgeting process and monitor program spending to ensure it stays within the allotted budget.
- Other duties as assigned.

Prime Time Grant Responsibilities:

- Coordinate with Prime Time to schedule outreach arts programs at several local schools, and other locations in the community; and serve as the primary liaison with staff at these outreach sites.
- Establish contracts with all teaching artists and partner organizations (outreach class sites) and prepare invoices as needed.
- Attend Prime Time training and fulfill all obligations of the Prime Time Grant.

Outreach Responsibilities:

- Invite community organizations to Invited Dress Rehearsals
- Other duties as assigned.

Volunteer Coordinator Responsibilities:

- Establish volunteer needs for each department.
- Act as the main contact for volunteers and assign as needed.
- Plan volunteer appreciation events throughout the year.
- Other duties as assigned.

Qualifications:

5+ years in arts education and / or teaching. Bachelor's degree in education, arts education, or a related field. Knowledge of the Palm Beach County School District and its policies is preferred.

Apply:

Send a cover letter and current resumé, including three professional references to shoshana@lakeworthplayhouse.org with Education Director Search in the subject line. No phone calls. NOTE. Interviews will commence as qualified candidates apply. This position is open until filled.

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