



<b>Job Title:</b>	<b>Director of Education</b>		
<b>Department/Group:</b>	Education	<b>Reporting To:</b>	Artistic Director
<b>Level/Salary Range:</b>	\$45,000 - \$50,000 (Plus Health Insurance & Paid Time Off)	<b>Position Type:</b>	Full Time Exempt Permanent
<b>Search Process:</b>	Open until filled. We will begin evaluating applications on a rolling basis starting on December 1, 2022.	<b>Start Date:</b>	Early 2023 preferred
<b>To Apply:</b>	Submit letter, resume, and names/contact info for three references to <a href="mailto:jobs@winniplayhouse.org">jobs@winniplayhouse.org</a>		

### **ROLE AND RESPONSIBILITIES**

An essential member of the Playhouse's senior leadership team, the Director of Education creates and maintains programming that engages and educates a variety of constituencies. The successful candidate is passionate about the power of theatre to enrich the lives of its participants and audiences as both an art form and a pedagogical tool. They believe that education is for everyone and have a desire to implement programs aimed directly at students as well as opportunities for community members, educators, industry professionals, and beyond. The Playhouse's new Director of Education will inherit preexisting programming, but will absolutely have the freedom and authority, in conversation with appropriate senior staff members, to reframe, redesign, and reinvent things as they see fit.

#### **Essential Duties:**

- Serve as a member of the Winnepesaukee Playhouse's senior leadership team. As such,
  - Contribute to a work culture that is professional, respectful, and actively inclusive.
  - Represent the Playhouse to the public in a professional manner in keeping with the organization's values.
- In cooperation with the Artistic Director and in the context of the Playhouse's overall mission statement and strategic plan, set explicit foundational philosophy (vision statement) and align all Education Department programming to it.
- Create, implement, and evaluate all Education Department specific programming. This may include, but is not limited to: mainstage productions, camps, classes, workshops, intensives, field trips, teacher training.
- Create and maintain appropriate curriculum documents (when necessary and to varying levels of formality). These should be considered in the context of the NH Department of Education K-12 Curriculum Frameworks and/or National Core Arts Standards, though it is not necessary to adhere rigidly to them.
- In collaboration with the Artistic Director, select titles/projects for the Education Department mainstage season.
- In cooperation with production staff, produce Education Department mainstage shows: hire production teams, assemble and distribute information for students and families, all scheduling (auditions, rehearsals, production meetings, etc), shepherd the design process including liaising with the scene shop, organize volunteers, and more.
- Create, implement, and evaluate programming in conjunction with and in support of the other branches of the organization. This may include, but is not limited to: symposia, talkbacks, backstage tours, dramaturgical articles for playbills, study guides, lobby displays, webinars, etc.
- Produce and/or direct the Square Pegs Improv Troupe.
- In cooperation with appropriate Playhouse staff, hire, supervise, and evaluate all project-based Education Department support staff. This may include, but is not limited to: directors, stage managers, administrators, designers, teachers.
- Direct two Education Department productions per season.
- Arrange for, supervise, and evaluate any internships, observerships, job-shadows, etc.
- When possible and appropriate, organize and facilitate school day matinee performances and ancillary events.
- Engage in arts education advocacy, including establishing and maintaining relationships with schools, the NH Department of Education, NH State Council on the Arts, and other organizations where appropriate and beneficial.
- Serve on (or, as appropriate and required, otherwise participate) committees of the Board of Trustees.
- Take advantage of opportunities for professional development.
- In cooperation with appropriate staff, create and carry out appropriate marketing efforts for Education Department programming, including the establishment and maintenance of a unique brand identity for the Education Department within the theatre's established brand.
- In cooperation with marketing staff, maintain Education Department pages on the Playhouse's website as well as Education-specific social media channels.
- Work with the Managing Director to create, maintain, and reconcile departmental budgets.
- Work with the Managing Director to identify and apply for appropriate grants to support Education programming.



**Additional Duties:**

- Share, with other senior staff members, in front-of-house duties: house management, box office customer service, concessions, etc.
- When possible, attend Community Theatre Steering Committee meetings as a non-voting member.
- Take on other duties as assigned.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

**Minimum Education/Experience Requirements:**

- BA/BFA degree (or equivalent experience) in theatre, education, and/or a related field
- Experience in a professional educational/theatrical environment working with K-12 students including a proven track record of teaching and/or directing

**Minimum Qualifications:**

- Excellent written communication skills and the ability to write for a variety of audiences – *candidates may be asked to submit a writing sample*
- The ability to manage multiple projects and priorities at the same time
- Confidence in using basic office technologies (Microsoft Office 365, Google Suite, etc.)
- Willingness to work some nights and weekends
- The satisfactory completion of a state and federal background check

**Desirable Qualifications:**

- Some familiarity with K-12 curriculum (in theatre and/or other content areas) at the local, state, and/or national level(s)
- Familiarity with various elements of technical theatre
- Experience in arts administration
- Experience overseeing and evaluating staff

Last Updated By:	Timothy L'Ecuyer	Date:	11/7/2022
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