

Position: Education & Engagement Director

Department: Education & Community Engagement

Reports To: Managing Director

Classification: Full time, Annual, Exempt

Date Prepared: March 14, 2019

By: Linda DiGabriele

General Summary: Lead the strategic development of all Education & Community Engagement functions and manage the implementation of its programs. Serve as a member of the Senior Team.

Positions Supervised:

- ◆ Education Specialist
- ◆ Community Engagement Specialist
- ◆ Local Teaching Artists/Contract Employees
- ◆ Apprentice (s)

Essential Job Functions:

- ◆ Establish strategic direction for all educational and community engagement programming, which supports the organization's mission, cultivates future audiences, incorporates current trends/research, and serves the community as a whole.
- ◆ Supervise implementation of all departmental programs (including Student Matinees, School Tour, Kaleidoscope, Faces of Change, Documentary Theatre Residencies, Youth and Family programming, IllumiNation etc.).
- ◆ Develop new and dynamic programming in support of the artistic mission and in alignment with the needs of the community.
- ◆ Develop, lead and mentor a proficient and committed professional staff in a coordinated effort to produce impactful programming in an efficient and effective manner.
- ◆ Explore opportunities for youth and family summer programming.
- ◆ Engage with artistic personnel to ensure programs closely align with artistic goals.
- ◆ Develop and supervise the departmental budget. Devise most effective use of personnel and material resources. Review budget monthly, adjusting forecasts, approving invoices and maintaining records.
- ◆ Develop marketing/PR plan for education programs in partnership with marketing department.
- ◆ Foster an inclusive network of community partner organizations and area schools.
- ◆ Supervise the creation and distribution of all community and education program publications and promotional materials.
- ◆ Manage the Career Development Program. Guide recruitment and hiring process as well as educational programming for participants.
- ◆ Assist in grant writing, reporting, and research in partnership with development department.
- ◆ Attend Senior Team and Board meetings, actively engaging with other management personnel and board members.
- ◆ Participate in strategic planning in order to meet the expanding needs of a growing institution. Ensure that Equity, Diversity and Inclusion is a core factor in developing the work of Education and Community Engagement.
- ◆ Serve as spokesperson at Asolo Rep and community events, interfacing with donors and community members.
- ◆ Liaise with other cultural institutions in area and region, as well as national organizations, to promote programs and collaborations as well as for professional development.

Job Requirements

Knowledge, Skills, and Abilities:

- ◆ Experience in management, theatre arts and teaching
- ◆ Experience in community engagement and educational program implementation and evaluation
- ◆ Excellent interpersonal and communication skills to include public speaking and writing
- ◆ Experience in developing and monitoring a departmental budget
- ◆ Highly organized, self-motivated and flexible
- ◆ Proficiency in MS Office
- ◆ Night and weekend work often required

Minimum Education/Experience Required:

- ◆ Bachelor's degree from accredited university and a minimum of 6 years work experience in the field.