



<b>TITLE: Education Manager</b>	<b>Full Time: \$30,000 - \$34,000</b>
<b>REPORTS TO: Managing Artistic Director</b>	<b>HIRE DATE: This position will remain open until filled</b>
<b>SUPERVISES: Education Assistants and Teaching Artists</b>	

**SUMMARY DESCRIPTION:** The Education Manager leads and manages a comprehensive theatre arts education department by delivering a full scope of programs, classes, community initiatives, residencies, and camps. This is a full time position and will be expected to provide oversight of classes and camps outside of the standard work day and on holidays.

**PRIMARY RESPONSIBILITIES:**

- Manages all aspects of the education department, including the recruitment, training, evaluation, and management of teaching artists, administration of classes, camps, and residencies, and the creation and execution of department policies and procedures
- Oversees all classes, camps, in-school residencies, and educator programs, ensuring a safe, fun, and productive environment and an excellent customer experience for students and parents
- Creates or oversees the creation of study guides for teachers for all Magik productions
- Oversees registration and creation of database reports for all educational programs
- Supervises the recruitment and training of apprentices, interns, and volunteers.
- Establishes and manages department budget
- Develops a professional network locally, regionally, and nationally while acting as an ambassador for the Magik brand
- Partners with teachers, school administrators, and district-level fine arts coordinators to enhance the arts education experience of students
- Partners with community-based organizations serving adults and families to promote positive youth development and continuing education programs.
- Develops and implements the curriculum goals and assessment measures for all workshops, residencies, and professional development for teaching artists and educators
- Works closely with the marketing department to develop and promote educational programming to Magik's service areas
- Collaborates with the development department to secure funding for educational programming
- All other duties as assigned.

**PREFERRED SKILLS:**

- Background in theatre education and curriculum development
- Familiarity with state education standards for drama and language arts
- Experience managing others and creating a positive work environment
- Great customer service skills
- Proficiency in common office software such as MS Office Suite

**EDUCATION:**

- Bachelors Degree in Theatre Performance, Theatre Education, Arts Administration, or a closely related field, or five years' experience in Arts Education or Arts Outreach.

**TO APPLY:** Please send your resume and a cover letter with three references to [info@magiktheatre.org](mailto:info@magiktheatre.org).