



1650 El Prado, Suite 208
Casa del Prado, Balboa Park
San Diego, CA 92101-1622

**Junior Theatre
Education Director – Position Description**

POSITION TITLE: Education Director
SUPERVISOR: Executive Director
SCHEDULE: Variable

DEPARTMENT: Education
STATUS: Full-Time, Exempt
COMPENSATION: Commensurate

San Diego Junior Theatre provides engaging, innovative, high-quality theatre education and productions for children of all cultural heritages, ages, abilities and levels of interest.

Position Summary: Reporting to the Executive Director, the Education Director is responsible for the operations of all education programs, supervising all Education Department staff, and promoting Junior Theatre in the community.

Key Duties and Responsibilities

Leadership

- Represent and advocate for Junior Theatre in the community
- Supervise Education Program Manager and related staff
- Participate in the ongoing strategic planning process as an integral member of the senior management team

Program

- Oversee all Education programming, including school year sessions, summer and vacation camps, and outreach programs
- Guide all Education Program Development, including planning brochures and schedules, developing new curriculum, and creating new opportunities
- Recruit, train, and manage all teaching artists and aides

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Interactions: Students, Students, Teachers, Parents, Community Members, Staff, Outside Educators, Funders

Level of financial impact: High

Working conditions: Office, classroom setting; some weekends; some flexibility

Evaluation Criteria: Tuition and outreach dollars raised; increase in number of students; % of returning students; consumer feedback; full staffing; harmonious interactions with all stakeholders.

Education, Knowledge, Skills, and Abilities:

619-239-1311
office

619- 239-8355
box office

619-239-5048
fax

JuniorTheatre.com
website



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- Bachelor degree in Theatre, Education, or related field required; Master of Fine Arts preferred
- Teaching experience in the arts
- Experience working with children and young adults required; experience in theatre education preferred
- Expert level computer skills including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Knowledge of, or ability to use or learn, Salesforce also required
- Supervisory experience required
- Nonprofit experience preferred
- Exceptional interpersonal and communication skills required
- Ability to work as a team player
- Ability to relate to children and adults in a professional manner; ability to be dependable and personable;
- Ability to work independently; prioritize, handle multiple tasks, be detailed-oriented, and meet tight deadlines
- Ability to maintain confidentiality regarding internal affairs and student matters
- Ability to adapt to changing work settings and conditions
- Familiarity with Junior Theatre programs, processes, and policies a plus
- Bilingual (English/Spanish) a plus

Physical Requirements and Work Environment: Work is performed in an office setting; regularly sits at a computer station and operates electronic equipment 6 to 8 hours per day; occasionally lifts, carries and positions objects weighing up to 20 pounds; regularly walks from one part of worksite to another; must be able to climb stairs or take elevator. Position involves regular use of a computer and keyboard, telephone, and face-to-face communications; employee should be able to communicate clearly and professionally in all of these manners. The employee may spend long periods of time sitting, standing, or walking. Applicants must have visual and auditory ability to respond to critical incidents and the physical ability to act in an emergency situation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Additional Information: This position requires a criminal background check (LiveScan) prior to hire.

San Diego Junior Theatre provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.