

Job Description | **Director of Education and Children's Programming**

Direct Supervisor: Producing Artistic Director

Responsible for conceiving, developing and implementing the curricula and teaching process of the Duluth Playhouse education program.

Responsibilities include but are not limited to:

- Propose, consult and receive approval from the Producing Artistic Director on the vision, goals, and planned activities of the education program.
- Assist Producing Artistic Director with season selection for Playhouse Children's Series.
- Serve as director and/or choreographer for a minimum of 2 shows per season.
- Teach 2 education/intensive per semester.
- Maintain the highest artistic quality and integrity for the education program.
- Assist guest directors and teaching artists to ensure quality results with Playhouse Children's Series.
- Assist Producing Artistic Director with recruiting guest directors/choreographers for Playhouse Children's Series.
- Attend all auditions for Playhouse Children's Series productions and assist with casting.
- Create audition packets; ensure scripts are available; schedule audition dates; ensure audition information has been forwarded for database and email blasts.
- Assist guest directors with throughout the design and rehearsal process while providing key leadership for technical rehearsals and production meetings.
- Recruit, hire, and train teaching staff; providing staff training sessions each semester.
- Develop new education and outreach programs that further the Playhouse mission.
- Provide a safe and caring environment that fosters well-being and promotes respectful and responsible behavior from youth.
- Cultivate supportive relations with schools and other cultural organizations.
- Collaborate with the Executive Director on annual education budget; managing the department within budgetary goals.
- Collaborate with the Director of Communications on marketing and promoting the Duluth Playhouse Children's Series and Education Program.
- Approve promotional materials and establish timelines/deadlines for printing and distribution of materials.
- Works with Executive Director and Director of Development to create the "ask" and a solicitation list of annual and project-based sponsors. Help contact and secure sponsors/donors.
- Serve as community spokesperson for Duluth Playhouse Children's Series and Education Program.
- Be an active role in all Duluth Playhouse fundraising efforts.

Experience and Skills:

- Ability to lead and motivate a diverse team.
- Ability to speak effectively to inspire large and small groups of students, teachers and parents
- A demonstrated passion for the performing arts and theatre education

The office environment is interactive, fast-paced, and tightly connected between departments. The Director of Education should be comfortable with spontaneous meetings and participate in collaborative discussions offering team support.

Duluth Playhouse is an equal opportunity employer in all positions, programs and services without regard to race, color, religion, creed, gender identification, national origin, age, disability, marital status, veteran status, sexual orientation, or any other legally protected status. We strongly encourage candidates from underrepresented backgrounds and communities to apply.

To Apply:

Send a cover letter, resume, 2-3 references, and any additional supporting documents you would like to provide, to Phillip Fazio at pfazio@duluthplayhouse.org with the subject "Director of Education". No phone calls.

Position open until filled.