



EDUCATION DIRECTOR

Job Description

2017-2018

Reports to Artistic Director

Job Duties

1. Recruit and hire acting interns with the approval of the Artistic Director.
2. Responsible for bookings of tour productions and working with Education Consultant on procedures of bookings
3. Oversee all aspects of each tour performance, to include contracts, directions, payment, evaluations, pre-performance packets, grant reporting documents.
4. Assist the Artistic Director in planning of tour productions, researching tour shows and childrens' shows and the selections all educational shows.
5. Serve as tour director
6. Responsible for overseeing public classes plans and summer day camps
7. Conduct workshops for teachers.
8. Plan and prepare workshops for interns to provide on tours.
9. Develop study guides to accompany tour productions.
10. Work with Artistic Director and Marketing Director on plan to promote tour productions and educational programming.
11. Generate promotional pieces such as brochures, programs and flyers.
12. Work with Artistic Director to plan additional educational programming.
13. Possibly direct children's show.
14. Schedule the interns' work calls and manage their day to day activities.
15. Train interns for workshops and question and answer sessions in the schools.
16. Supervise arts-in-education residencies and planning of residencies
17. Conduct one residency in school program
18. Promote tours through speaking engagements, etc.
19. Develop study guides for children's matinee and other shows as needed.
20. Develop sample grant applications for arts-in-education tour presenters.
21. Serve as daycamp director, including developing budget, promotion and hiring of teachers.
22. Perform in shows when appropriate.
23. Direct or assistant direct annual children's production
24. Manage Education budget
25. Research Education grants
26. Supervise Youth Acting Troupe program