



Community Art Center Foundation

DATE POSTED: 12/16/21

POSITION TITLE: Director of Education

REPORTS TO: Executive Director of The Prizery

POSITION SUMMARY:

This position oversees and implements the year-round training academy for children, seniors, and adults of the Halifax County, Virginia community as well as builds and administers the "Outreach Program" to area schools.

SUPERVISES: All volunteers recruited to be a part of these programs in both artistic and technical fields of production and any contracted teaching staff.

DUTIES AND RESPONSIBILITIES:

- To envision and lead The Prizery into a strong and viable educational and outreach program for the community and surrounding region of Halifax County, Virginia.
- Design and implement a continuous season of childrens' classes in the arts for The Prizery.
- Set a season of classes for area children in a variety of theatrical and creative disciplines, structured to include Creative Dramatics for children ages 6-8 years of age as well staggered age classes in various disciplines that may include acting, musical acting, improvisation, dance, playwrighting, pottery, drawing, photography, painting, and vocal production for older children and youth.
- Each class is to have clear goals of expectations, lessons, and consistent scheduling.
- All classes are to either be taught or be administered and supervised by the Education Director.
- Work with the Executive Director to design and implement a continuous season of classes for adults and seniors in a variety of theatrical and creative disciplines. These classes are to be structured and are to include various disciplines that may include acting, musical acting, improvisation, directing, playwrighting, pottery, drawing, painting, photography, and vocal production.
- Hire or recruit additional teachers for various classes. Be prepared to supervise these teachers and to step in and take over if a teacher becomes incapable or unable to teach class. All financial administration and contract labor paperwork is to be done with the supervision of the Executive Director.
- Keep track of all educational budgets and expenditures. The Education Director must maintain an accurate budget. Any cost over-run must first be approved by the Executive Director.
- Direct and produce a minimum of two youth theatre productions per year.
- Work with the Executive Director to set a season of youth theatre productions and showings and coordinate technical requirements of all classes and productions with the Studio Designer/Technical Director.
- Supervise all classes and scheduling of classes as well as class productions and final projects. Coordinate any crew, prop, or set requirement of these classes, productions, and projects.
- Engage with the Executive Director in the establishment of a two year Associate program to train students as Technical Theatre professionals. The TD Academy will require a close relationship with a local College or University and be a cornerstone of the Education program at The Prizery.
- Form and administer a working resident company of young actors for an "Out-Reach" program to area schools and nursing homes.
- Make all necessary contacts and logistic requests possible to take the arts into the school system and perform in as many outside venues as time permits.

- Audition and maintain the resident company of young actors keeping a suitable company involved for a given season. Determine the number of participants in the resident company with the Executive Director.
- Maintain each youth theatre production and have it ready for public performance on dates set by the Executive Director. Each performance is to be produced in a professional and artistic manner with the interest of the childrens' growth in the arts as its most important objective.
- Maintain classroom spaces and keep them in a neat and orderly fashion. Arrange for the educational materials and equipment as required by each class.
- Oversee any and all performances of The Prizery Theatre Arts Academy
- Youth Theatre Productions and special events. Supervise all volunteer labor in these productions and special events and ensure that these are conducted in an organized, artistic, and friendly manner.
- Provide necessary written copy for the following: Special thanks for supplies and services for a given production for publication in the Encore! or Playbill.
- Provide production assistance for all Prizery classes.
- Provide production stage managers with necessary production reports to keep all communication lines open between night and day personnel and to alert production personnel to potential needs and repairs.
- Serve as Prizery representative and guest speaker for any school of civic functions as requested by The Prizery Executive Director.

ADMINISTRATIVE RESPONSIBILITIES:

- Provide exceptional customer service to educators, administrators, artists, parents, students, and other community members.
- Coordinate and communicate effectively with all internal departments in presenting and promoting educational events.
- Cultivate relationships with school districts, arts organizations, and nonprofit organizations locally and nationally.
- Track and analyze attendance, survey data and other programmatic data to identify strategies for improvement, growth, and for use in grant writing and fundraising efforts.
- Prepare and oversee appropriate support and marketing materials as needed.
- Prepare data and narrative for grant and stewardship reports.
- Attend various administrative meetings.
- Prepare various routine and special reports as necessary.
- Serve as on-duty staff member at selected events.
- Some weekend and evening hours required.
- Complete other duties as assigned.

QUALIFICATIONS:

- Master's degree in education, communications, fine arts or related field. Minimum of five years related experience.
- Strong oral and written communication skills.
- Ability to establish priorities and manage multiple projects simultaneously in a fast-paced environment.
- Ability to interact and develop relationships with co-workers, give and receive constructive input, contribute ideas and viewpoints, adapt to changing circumstances and expectations and commitment to understand and remedy interpersonal conflicts.
- Motivated and demonstrated interest in role development.
- Effective project and event management skills.
- Ability to apply critical thought to projects.
- Experience working with schools and/or children's programs.
- Knowledge of the performing arts preferred.
- Valid driver's license.

COMPENSATION:

Full time Salaried: \$45,000.00 (benefits as required)

Reports to: Executive Director

Start Date: April/May 2022

All candidates will have to provide evidence of double Covid Vaccinations as well as pass a criminal records check.

The Prizery is committed to the implementation and sustainability of the following ideals:

1. Producing theatre, art and programs with authentic representations of all groups, inclusive of culture, ethnicity, gender, gender expression, sexual orientation, and different abilities.
2. Providing educational opportunities connected to our diverse programming to help our audiences better engage with our work.
3. Creating a safe, inclusive, and anti-racist environment for all, and especially for BIPOC*, LGBTQIA+**, and women staff members, artists, audience, and community.