

# 6thStreetPlayhouse

## Director of Education & Community Engagement

The Director of Education and Community Engagement for 6th Street Studio, the educational wing of 6th Street Playhouse, plays a vital role in the fiscal health of the company, building community and striving to provide the highest quality theater education to all children within Sonoma County. Going into its 50th year of award winning theater programming for the community of Santa Rosa, we are looking for a dynamic team player to realize our vision of building a vibrant children's theater within our theater and educational programming throughout the county. The ideal candidate will possess initiative, a collaborative spirit, creativity, a positive attitude, excellent written and verbal communication skills, and the ability to handle multiple projects of varying natures. Success in this role requires someone who is passionate about theater and community building, a willingness to learn and be flexible, is highly motivated and professional. Candidates should have a background in theater education with a Bachelor's or Master's degree in a related field. Please email a cover letter with your resume and salary requirements to Managing Director, Anne Warren Clark, at [anne@6thstreetplayhouse.com](mailto:anne@6thstreetplayhouse.com).

### DUTIES AND RESPONSIBILITIES

- \* Manage day-to-day operations of the 6th Street Studio education programming including, scheduling of classes/camps, partnership programs, create and maintain budgets, marketing of education programs, creation of curriculum/educational materials and maintenance of inhouse education calendars and production schedules.

- \*Continue to strengthen and build new relationships with schools and community partners in collaboration with the 6th Street Education Board Chair.

- \* Oversee youth productions in collaboration with the Technical Director, (including tech design) and Costume Manager.

- \*Oversee hiring of teaching artists and maintain open lines of communication regarding curriculum, schedules and training of best practices.

- \*Oversee all marketing and education materials produced for programs in collaboration with the MarCom Team.

- \*Oversee all communication with parents, including scholarships.

- \*Work with Box Office to process refunds, cancellations and payment plans.

- \*Work with MarCom/Contractors to ensure the website is kept up to date and relevant.

- \*Work in collaboration with Mainstage to create and maintain the education calendar.

- \*Create, distribute, and track survey data for all programs.

- \*Collaborate with Development to supply relevant data and copy for grants and other funding opportunities.

# 6thStreetPlayhouse

\*Collaborate with the Managing Director in the development of new programs.

\*Teach classes and camps as assigned by the Managing Director.

\*Other duties as assigned.

## COMPETENCIES

\*Previous arts administration experience, including building and tracking budgets.

\*Excellent written and oral communication and problem-solving skills.

\*Ability to design educational programming and develop curriculum for diverse populations.

\*Strong organizational skills.

\*Ability to meet deadlines and manage projects simultaneously.

\*Self-starting and solution oriented.

\*Patient, flexible, and collaborative.

## MINIMUM REQUIREMENTS

\*Bachelor's Degree in Theater, Education, or related field. (preferred)

\*A minimum of two years of experience in arts administration, arts education, or teaching. (preferred)

\*Knowledge of theater and production including tech design.

\*Knowledge of Sonoma County theater scene, educational community, education institutions, and school systems. (preferred)

\*Proficiency with Google Suite and Microsoft Office Suite including Word, Excel, Outlook, and PowerPoint. Experience with VBO, Slack, Canva and Constant Contact is preferred.

\*Ability to administer various social media platforms, like Facebook, Instagram and TikTok.

\*Perform the functions of the position in a safe manner.

\*Position offers a 70/30 split of onsite and work at home.

\* Position requires evening and weekend obligations during tech week and performances for youth productions. Spring and Fall sessions and Summer Camps.

\*Ability to lift and carry up to 25 pounds.

# 6thStreetPlayhouse

Fingerprinting and background check will be required.

## **Employment Type**

Full-time. Salary negotiable DOE.